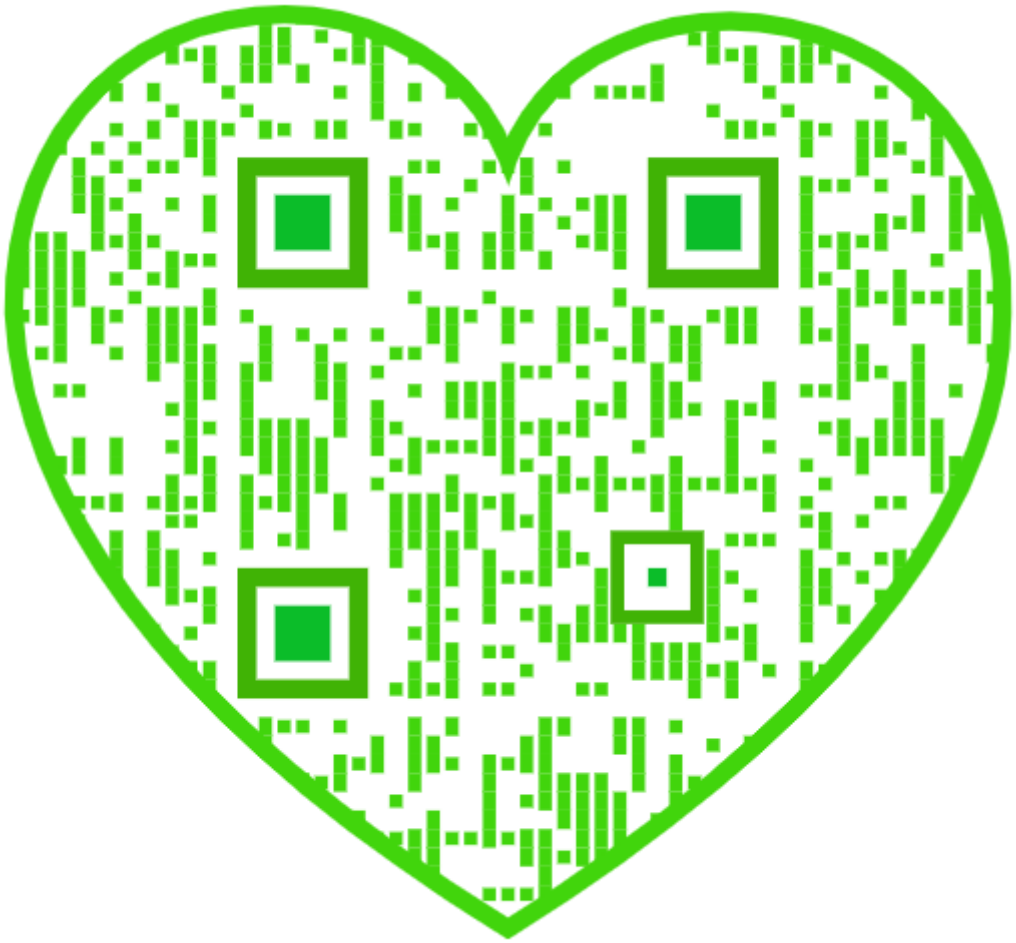

Graded Readings in Gregg Shorthand

By ALICE MARGARET HUNTER

UNIV. OF CALIFORNIA

THE GREGG PUBLISHING COMPANY
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SHORTHAND PLATES WRITTEN BY

GEORGIE GREGG

UNIV. OF CALIFORNIA

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INTRODUCTION

GRADED READINGS is a collection of graded letters and short stories and articles designed to supplement the GREGG SHORTHAND MANUAL. It is especially adapted for use in Junior high schools and with classes of younger students, though it is believed that the book will meet the requirements of any shorthand class, and that it will add value, interest and variety to the work.

Shorthand teachers have long recognized the need for simple, interesting well-graded reading material which could be used from the very beginning of the work. GRADED READINGS will meet this need.

The material on the first three lessons consists of short paragraphs. Simple letters are introduced in Lesson Four, and Lessons Four and Five are a combination of shorthand paragraphs and easy letters. The material on Lessons Six to Ten inclusive is made up wholly of easy business letters. In Lesson Eleven simple literary matter is introduced, and the material from this point on through Lesson Twenty is a combination of business letters and literary matter.

There are six pages of shorthand on each lesson in the MANUAL. The shorthand plates on the first five lessons are written in a large, bold style, as it is believed that this is much easier for beginners to read, as the forms stand out much more clearly and consequently make a deeper and more lasting impression. Smaller notes have been used from Lesson Six on to familiarize the student with the proper writing size.

The material on the first lessons is necessarily very simple in character on account of the limited vocabulary. The introduction of shorthand in the grades and in Junior high schools has created a demand for some material of this kind and older students will readily understand the necessity and the advantage of simple, connected matter in the early stages of the work.

Names and addresses are introduced in some of the letters in Lesson Four, and from Lesson Seven on the names of states are used. As the shorthand form in most cases follows the longhand abbreviation, students will have no difficulty in reading these state names and their introduction makes it possible to assign the letters for exercises in transcription and arrangement as soon as the students are far enough advanced in typewriting to do the work.

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The method in which this book is used must be determined by the needs of the class and the time at the teacher's disposal. In some schools it will be used as supplementary reading work, one period a week being devoted to it. It may be used either for sight reading or assigned as home work for class reading and dictation material. The material will be found well adapted for blackboard dictation, either as new or practiced matter.

In classes where the conditions make possible little or no outside preparation, GRADED READINGS will be particularly welcomed by the teacher, as it is in these classes that it is difficult to hold the pupils' interest and to show them that they are progressing from day to day. It is always a great source of encouragement to students to find that they are able to read fluently, and particularly that they are able to read and write simple letters and simple connected matter long before they have completed their study of the principles.

Some teachers believe that more can be accomplished in both reading and writing shorthand by having students do much reading and little writing practice during the first few weeks. Correct forms are firmly fixed through reading. The simple characters are memorized and the rules for joining them become familiar to the students by seeing them applied in many simple words. The exponents of the theory believe that when students begin to write after a few weeks they do so readily, and that their initial writing is much better both in style and in theory. This method of course necessitates a period of intensive writing drill when writing is once begun.

Sample pages of GRADED READINGS have been used in the public schools in Columbus, Ohio, and in Oakland, California, with classes of young students with gratifying results. They have been used with older pupils in the Bushwick and Julia Richman High Schools and in the War Emergency Courses, New York City, and in Gregg School, Chicago. We believe that the completed book will find a place of its own in classes in Gregg Shorthand and that its use will mean more rapid development in both the reading and the writing ability of shorthand students.

The selections on commercial products are based on "Industrial-Commercial Geography of the United States," by L. C. Rusmisel (The A. N. Palmer Company), and the sketches of the lives of prominent Americans on material found in "The Makers of Our History," by John T. Faris (Ginn and Company).

The fables used from Lesson Eleven on were adapted from Æsop's Fables. Acknowledgment is also due Mrs. J. P. Peterson, Humboldt College, Minneapolis, Minnesota, for "A Vacation Trip," on which the geographical drill in Lesson Twenty is based.

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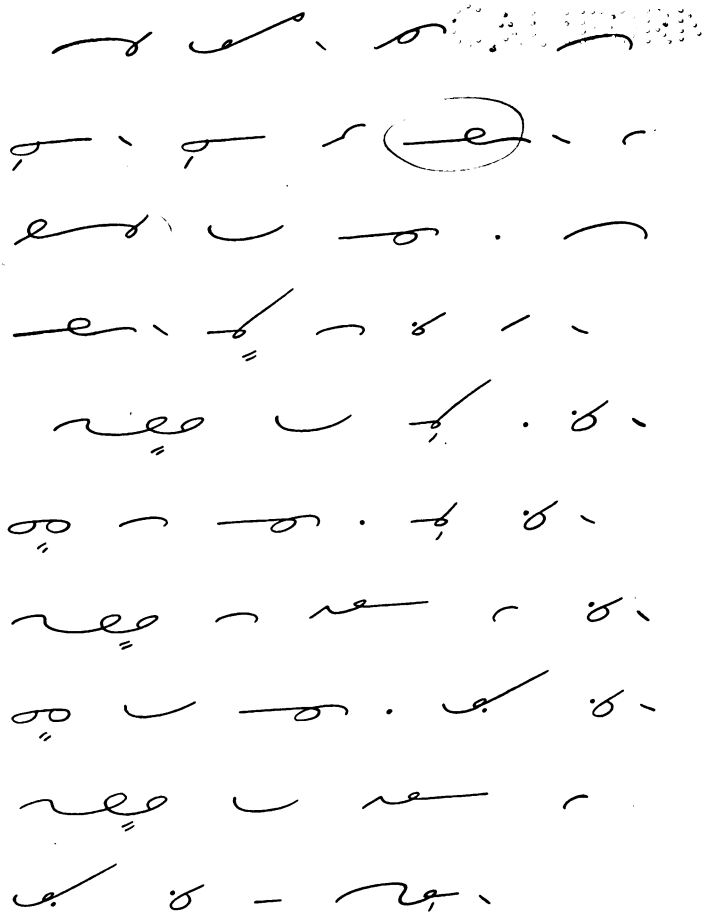
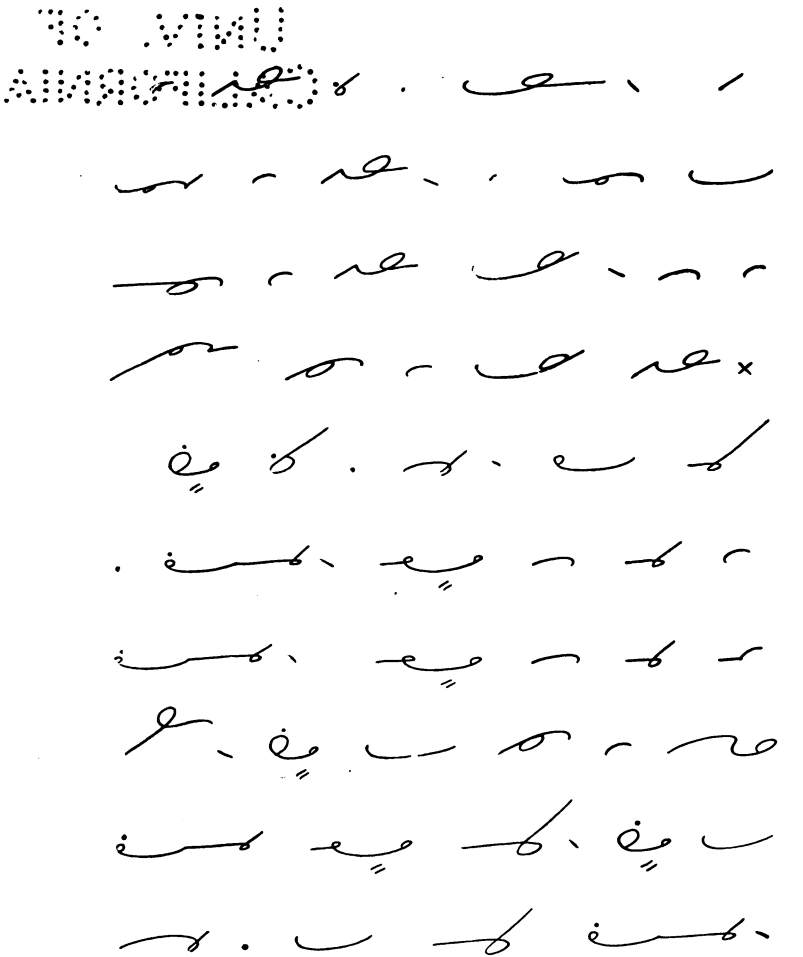
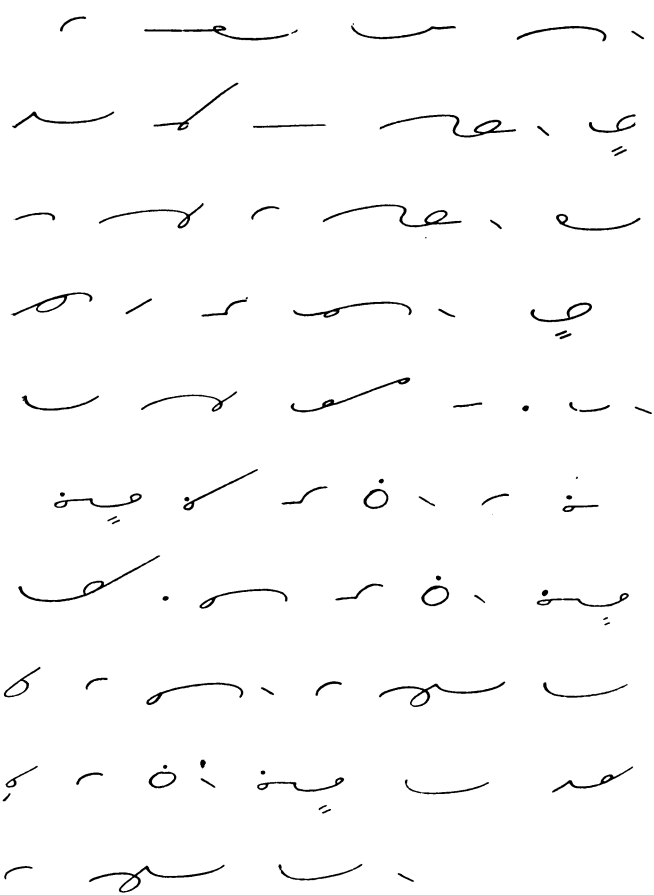
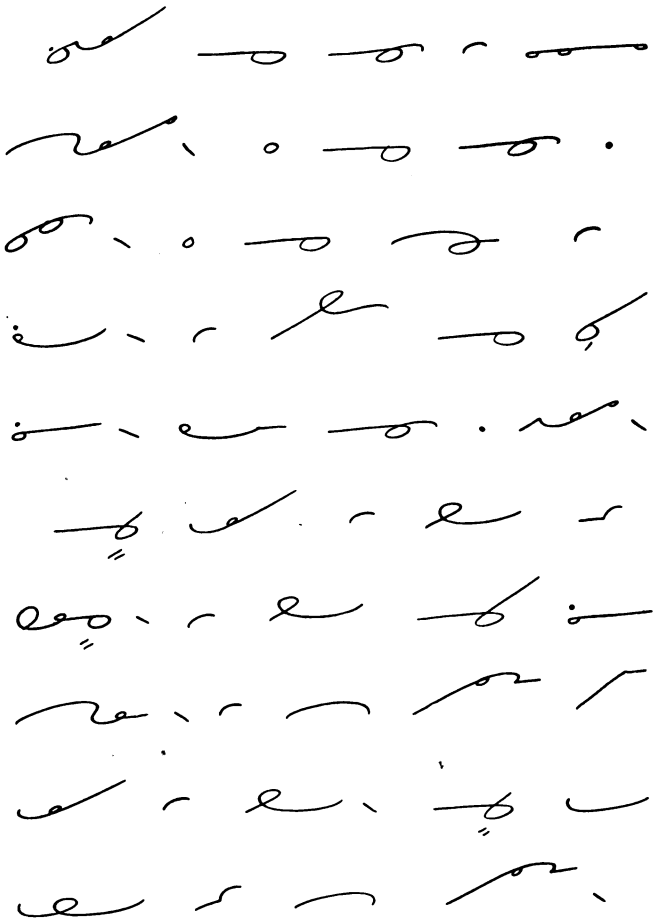
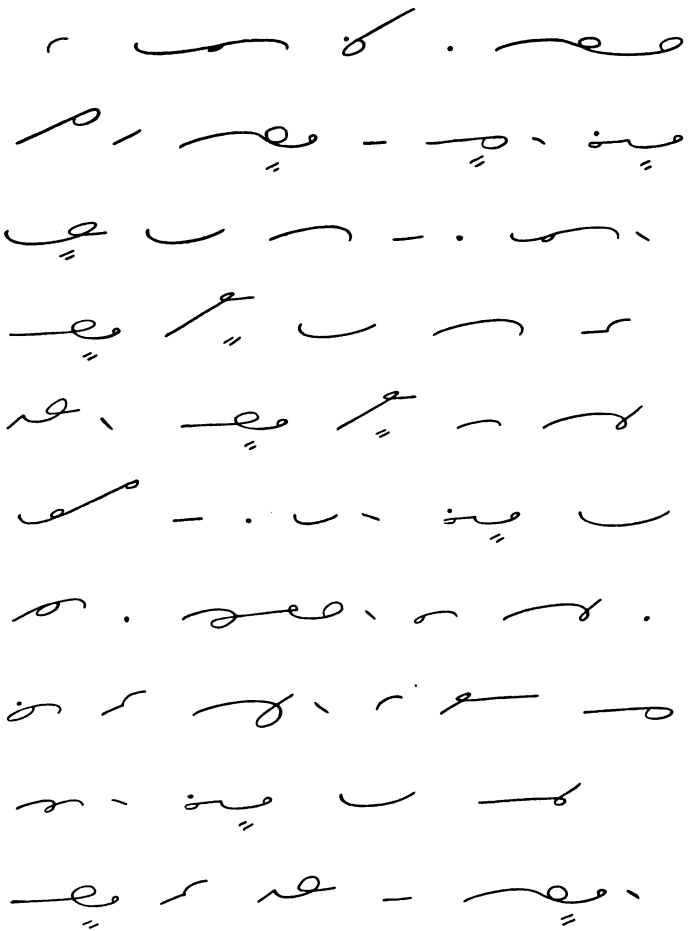
FIRST LESSON

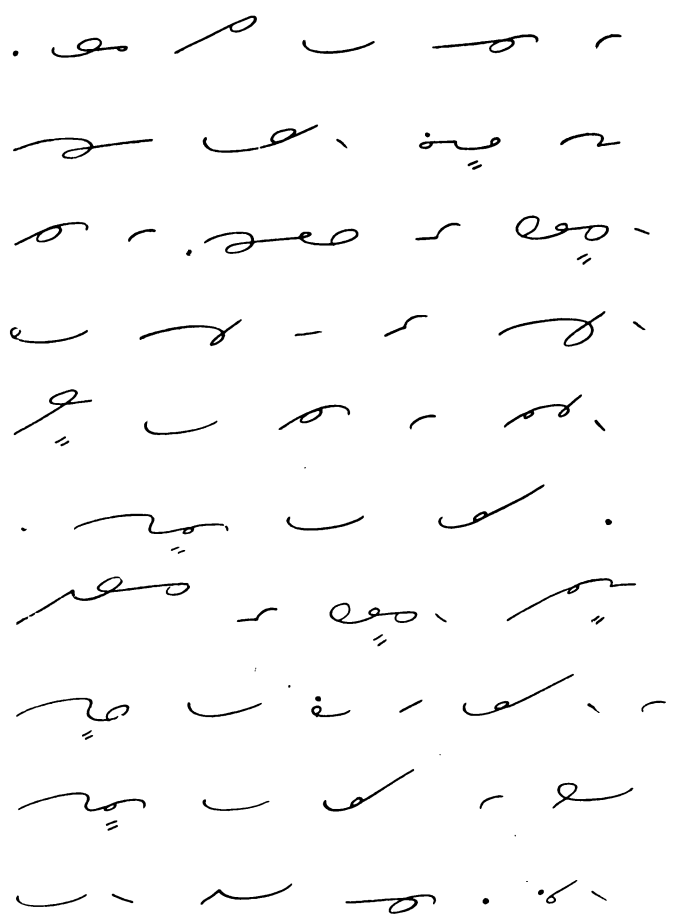












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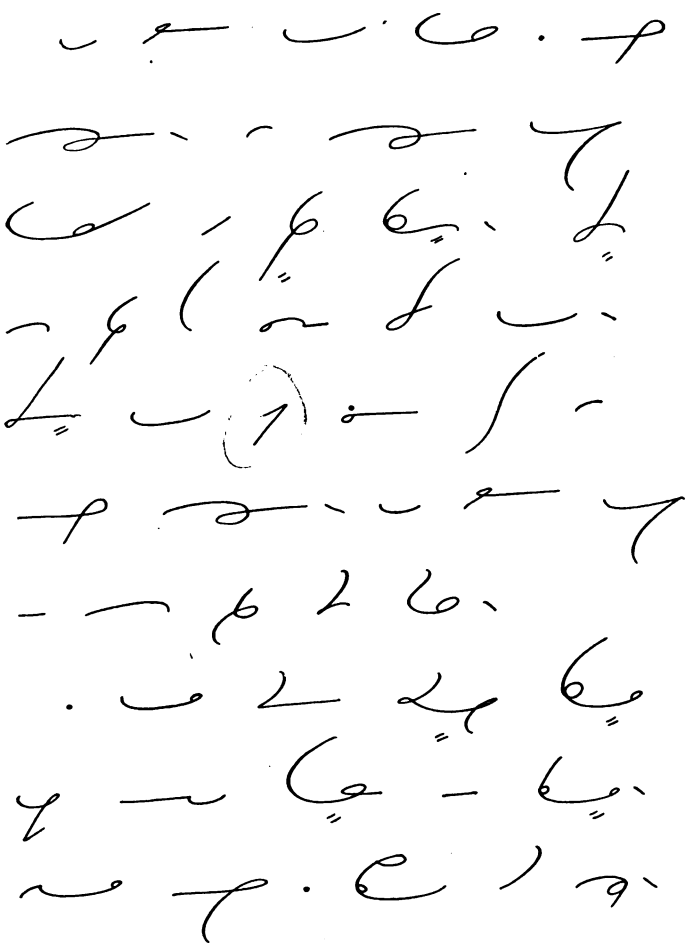

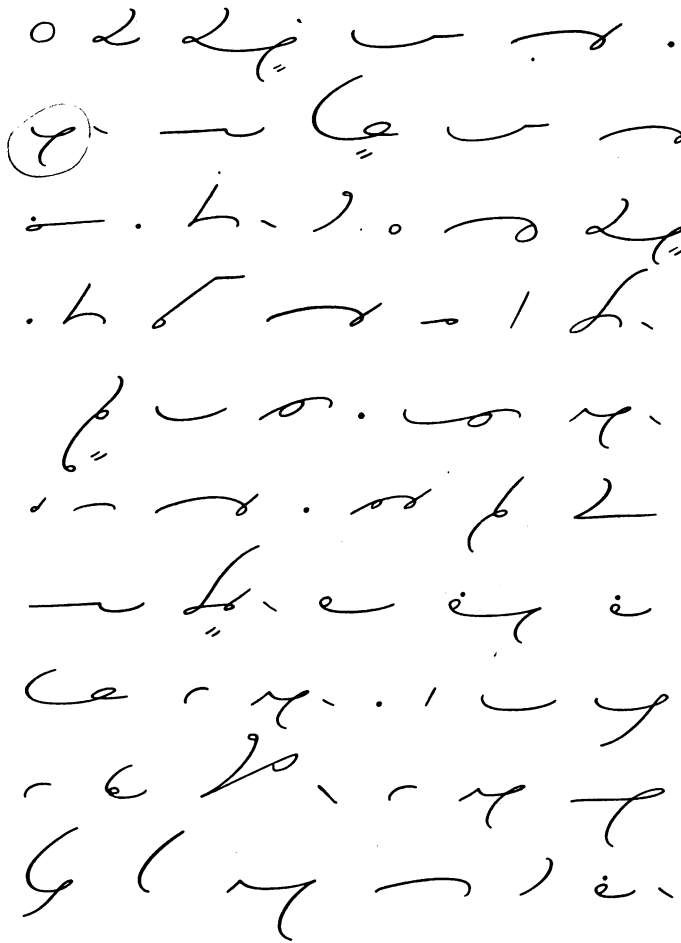

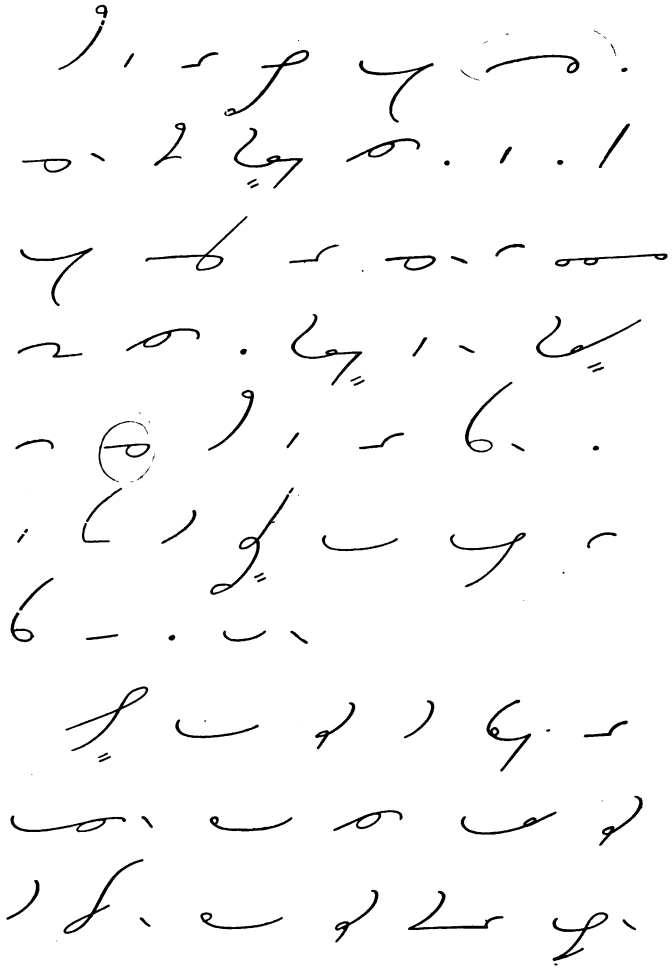

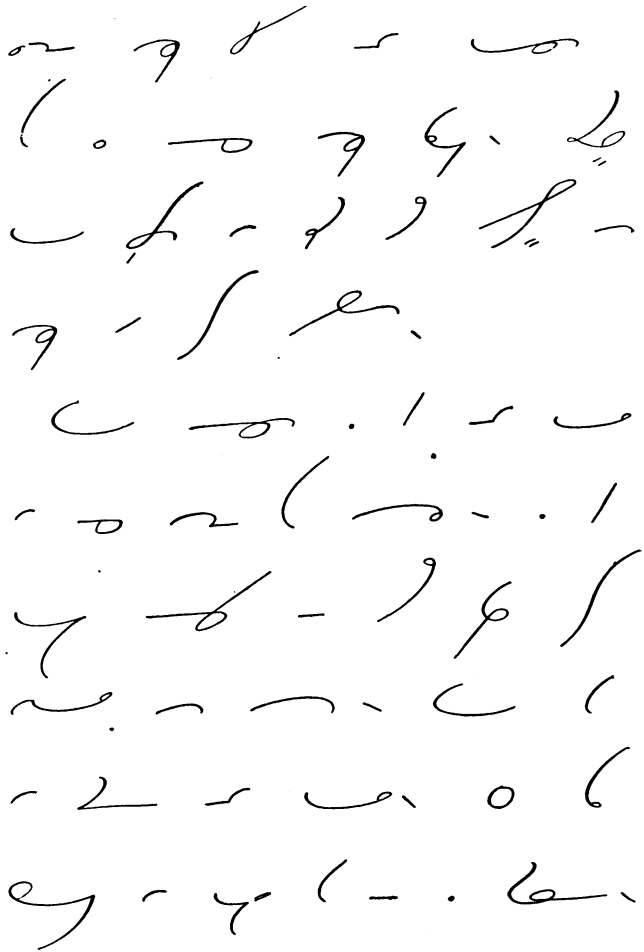

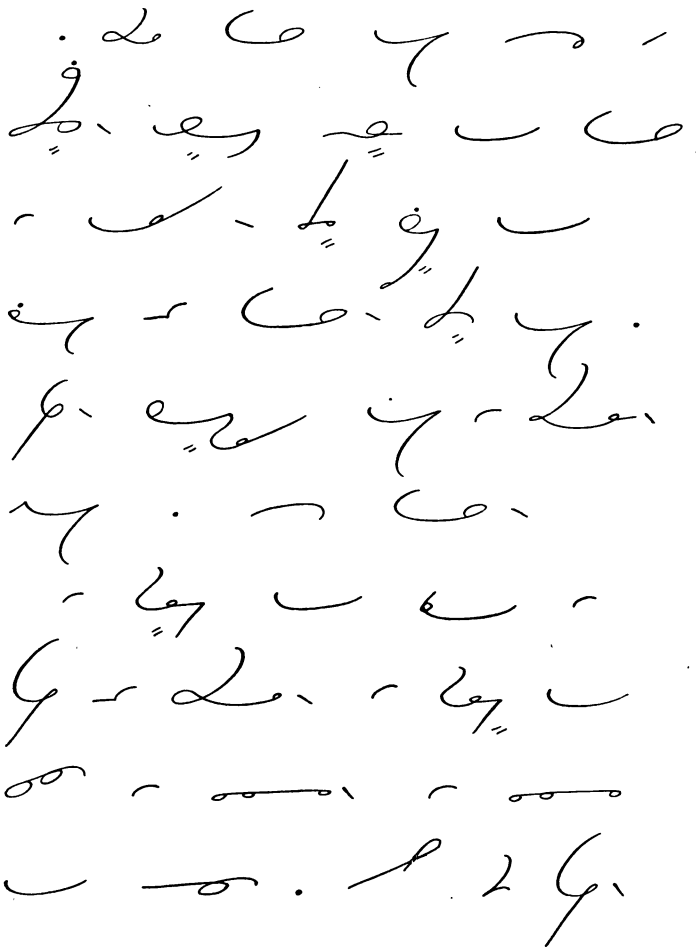

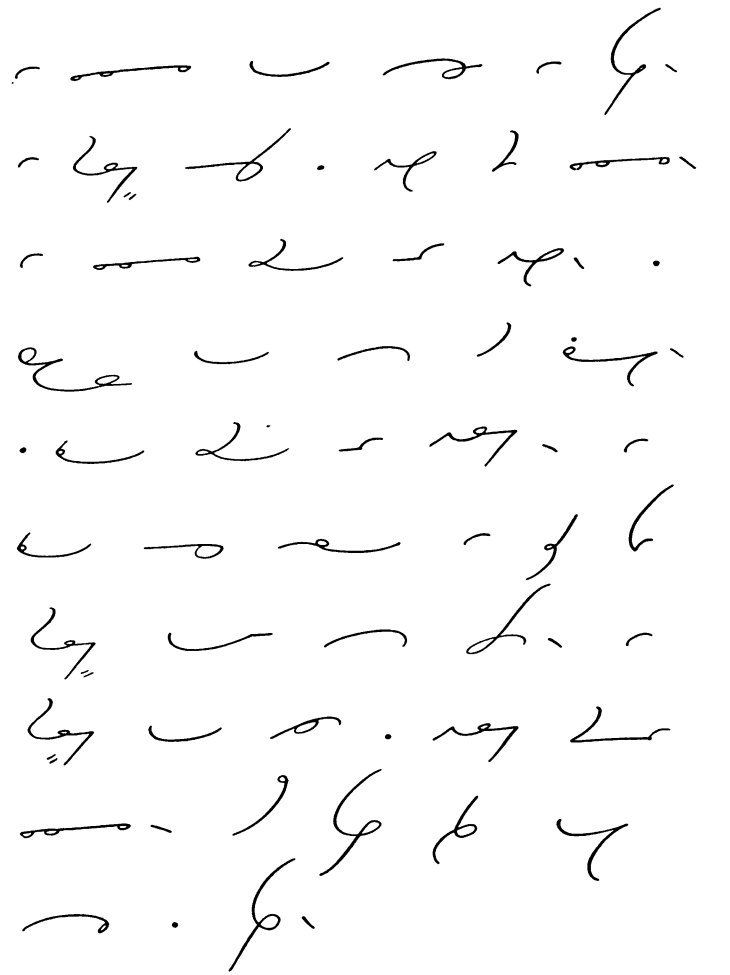

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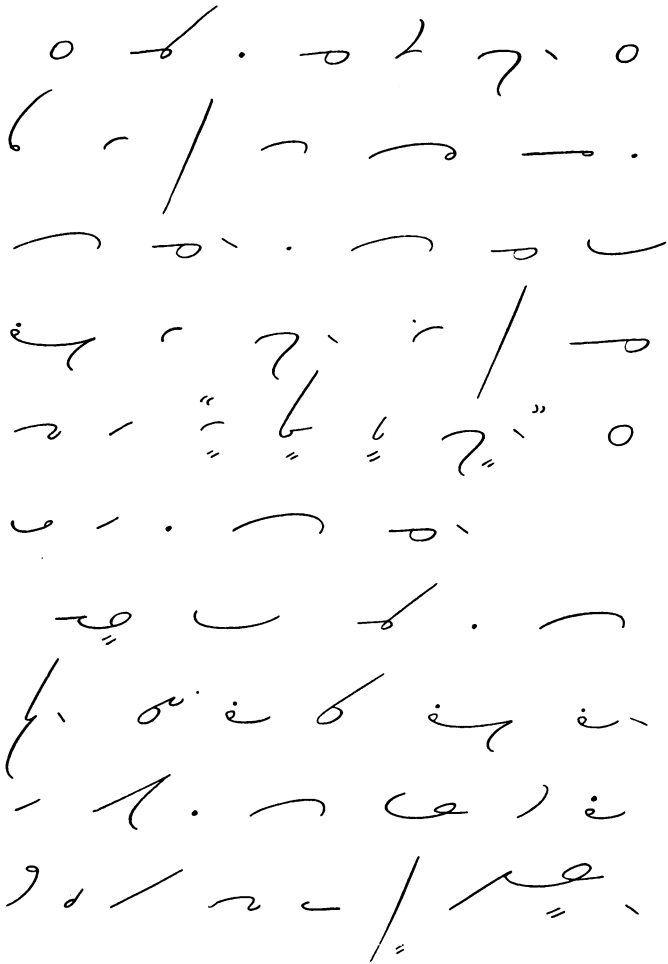

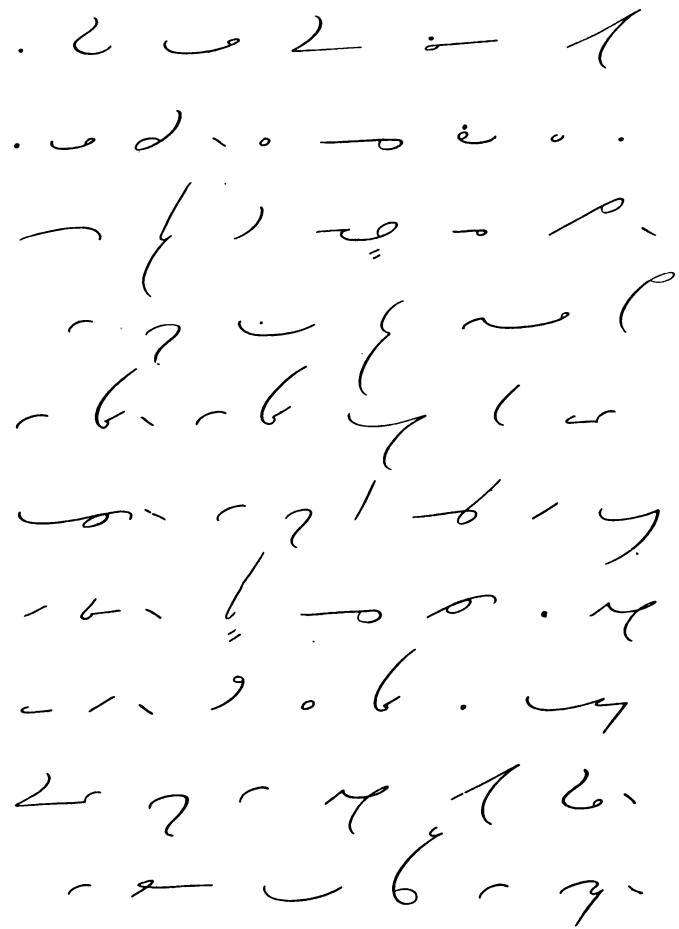

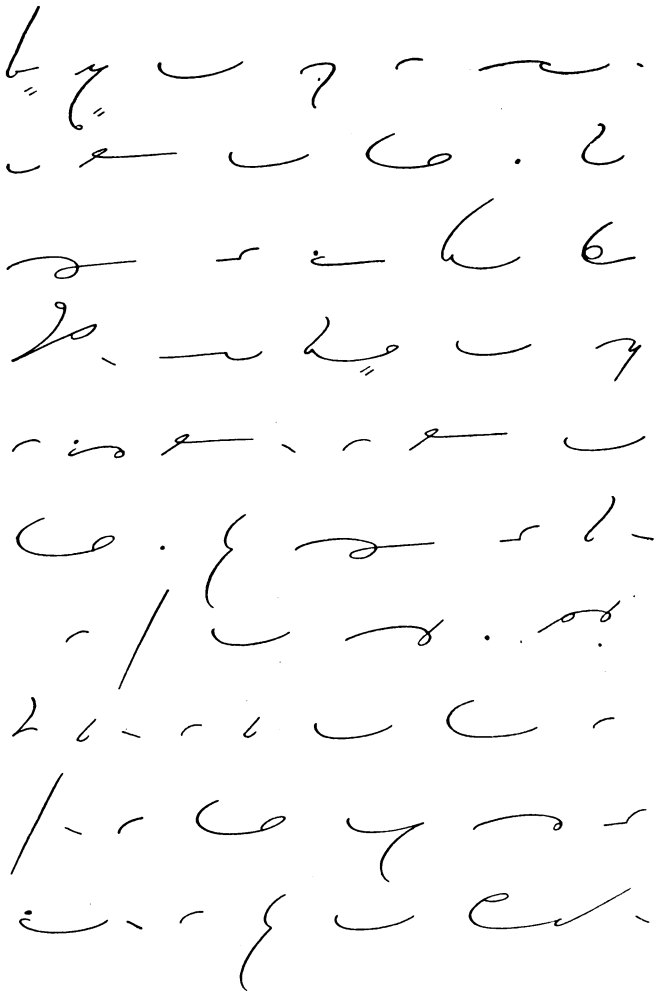

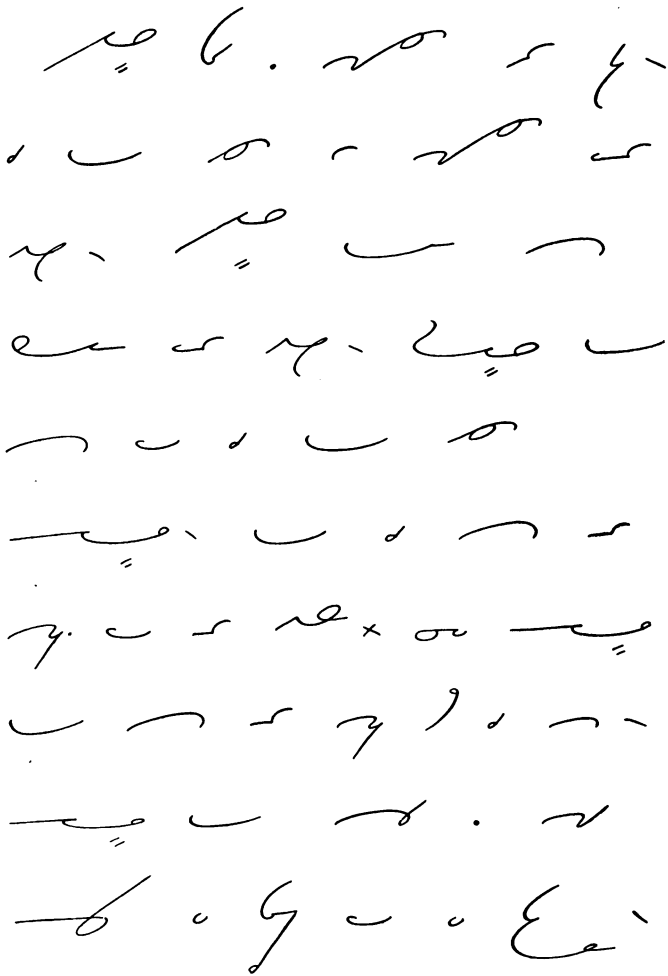

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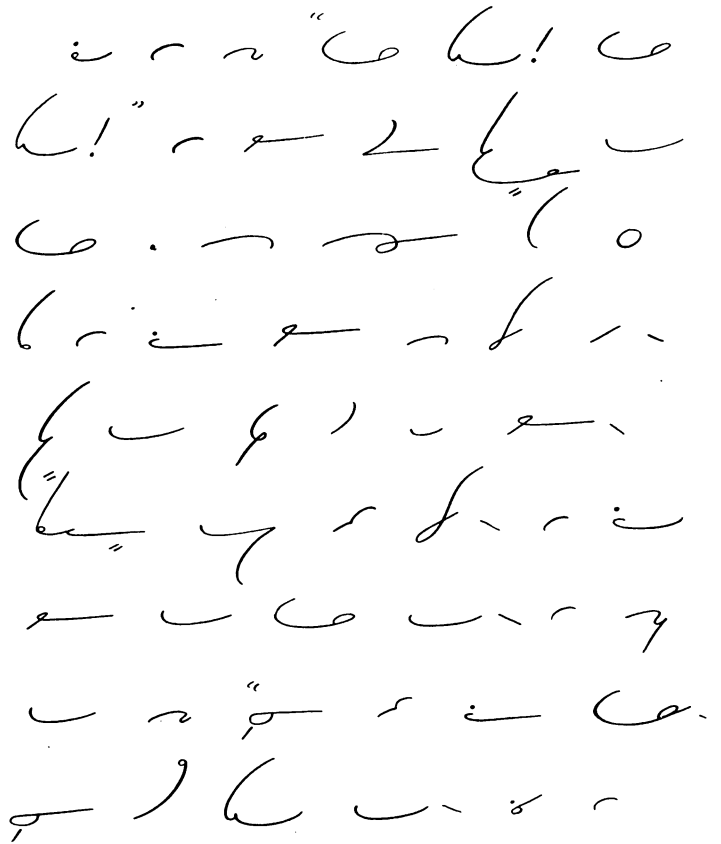

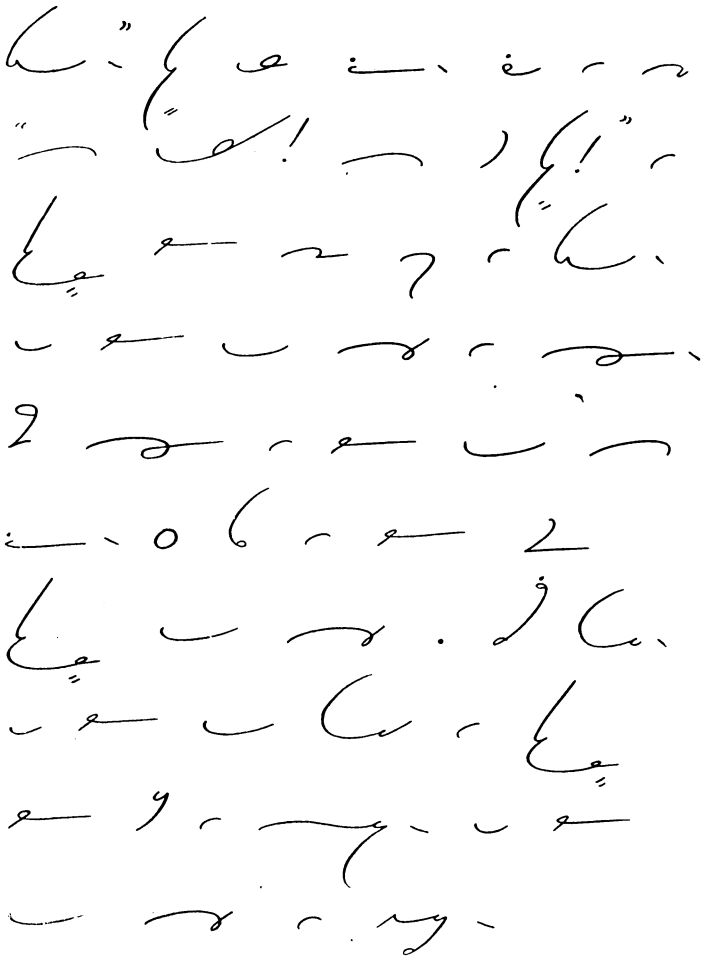

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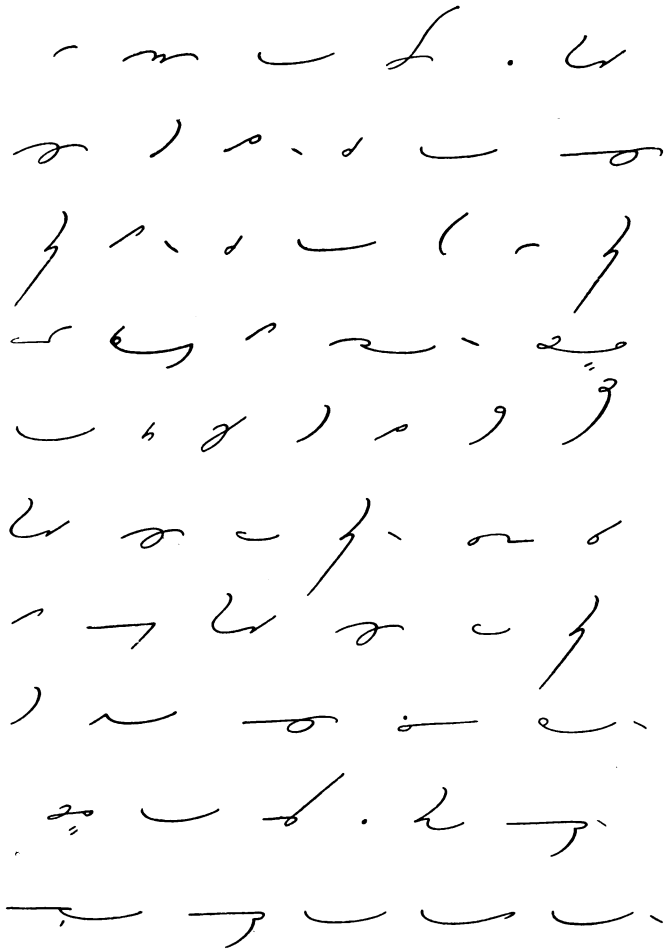

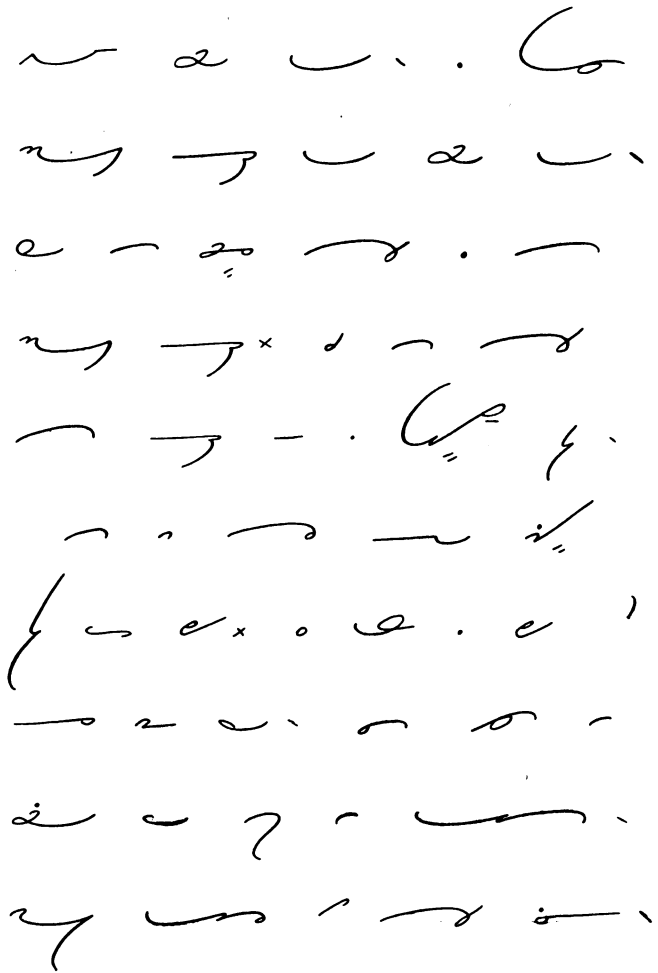

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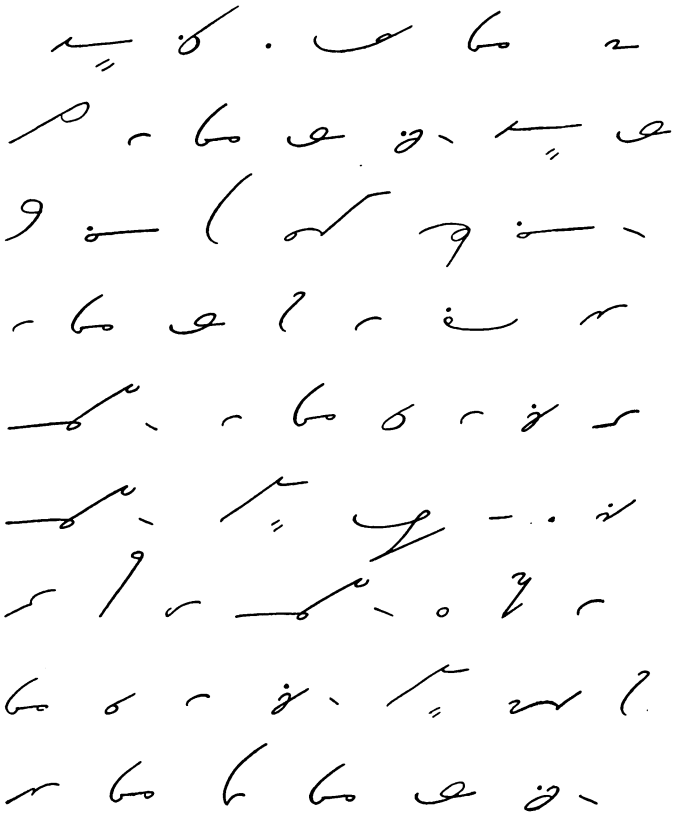

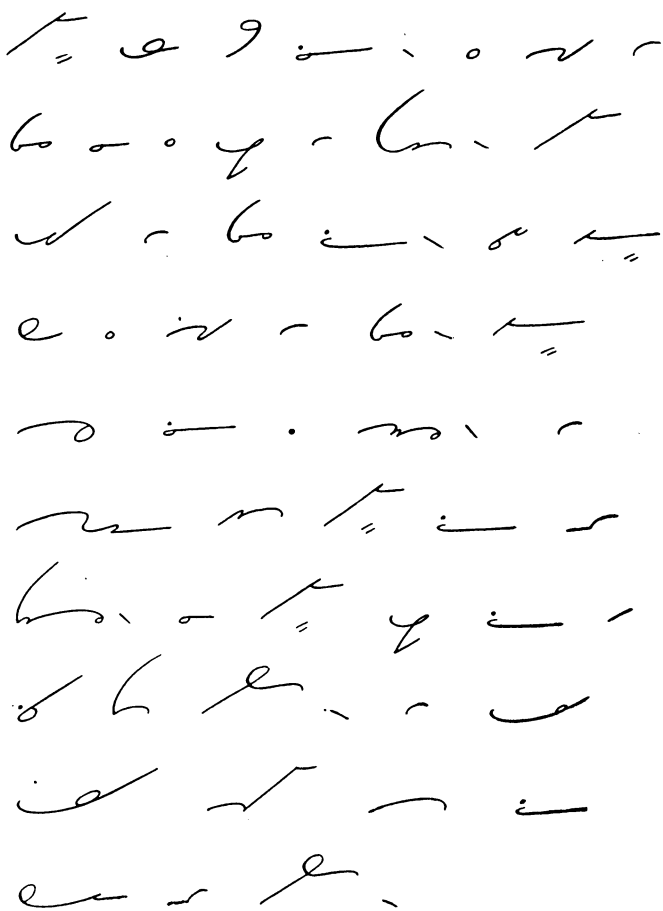

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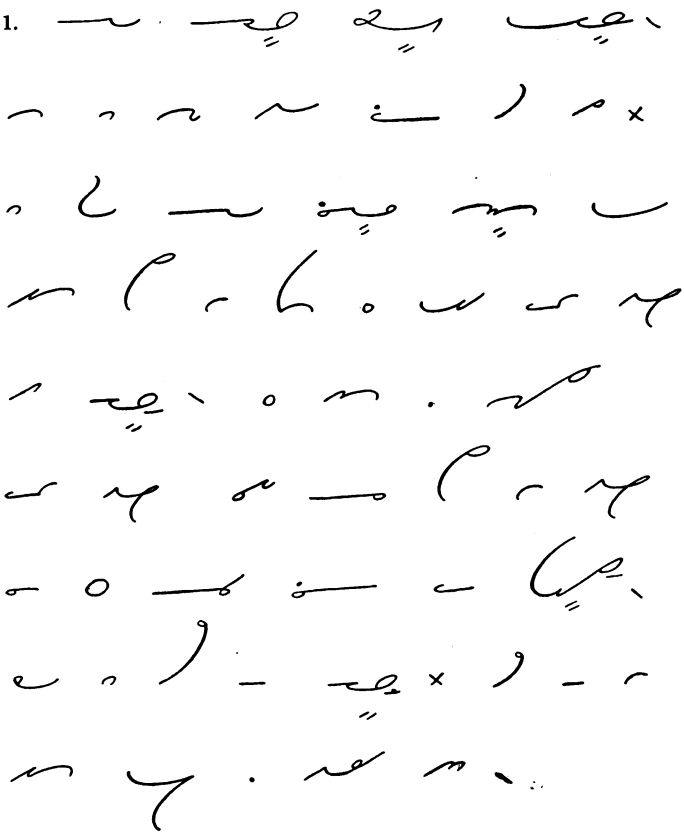
1. 

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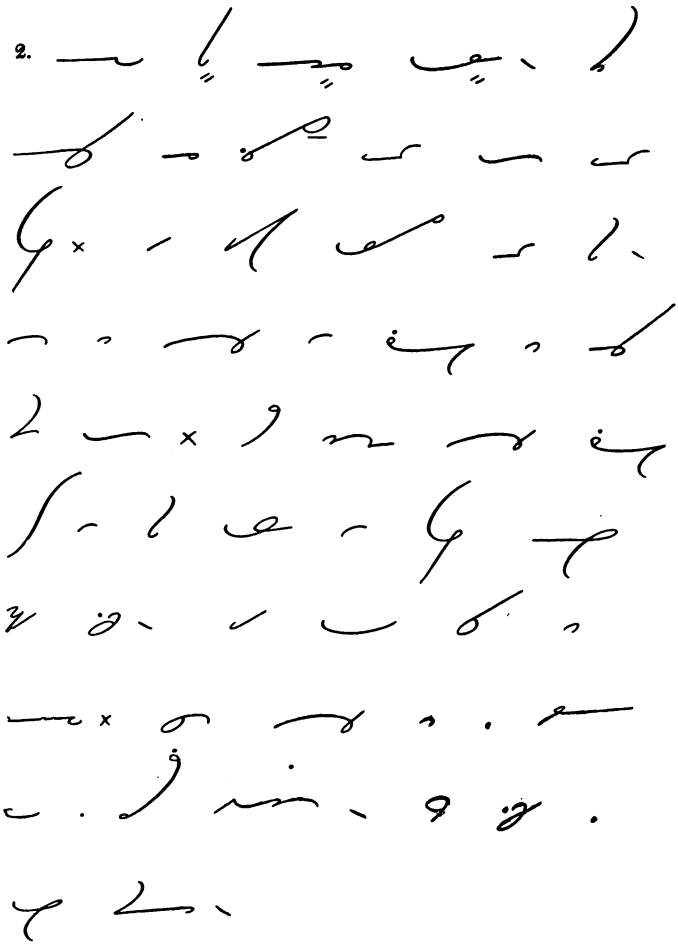

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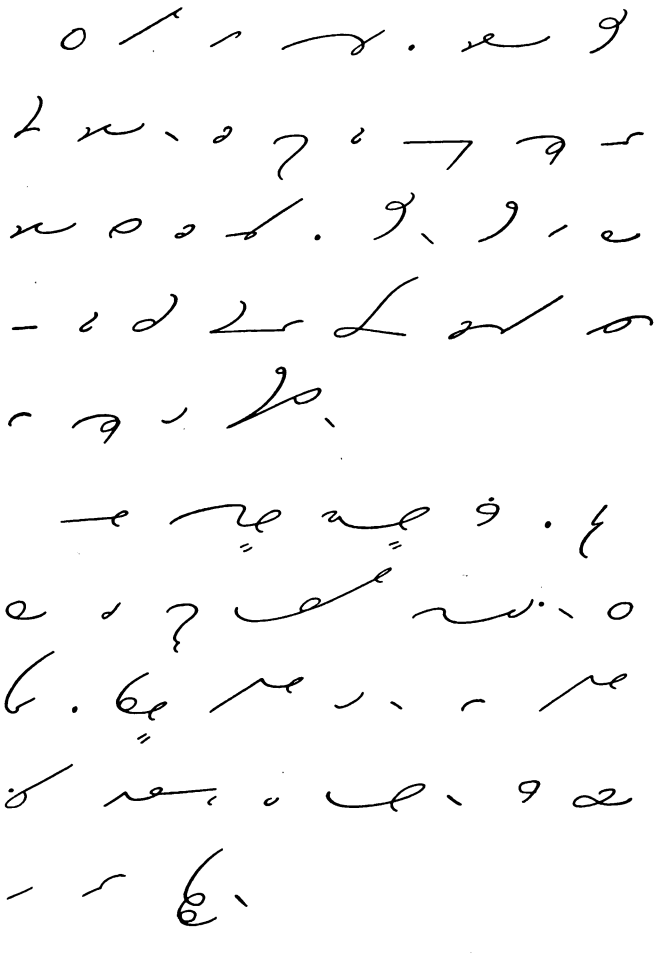

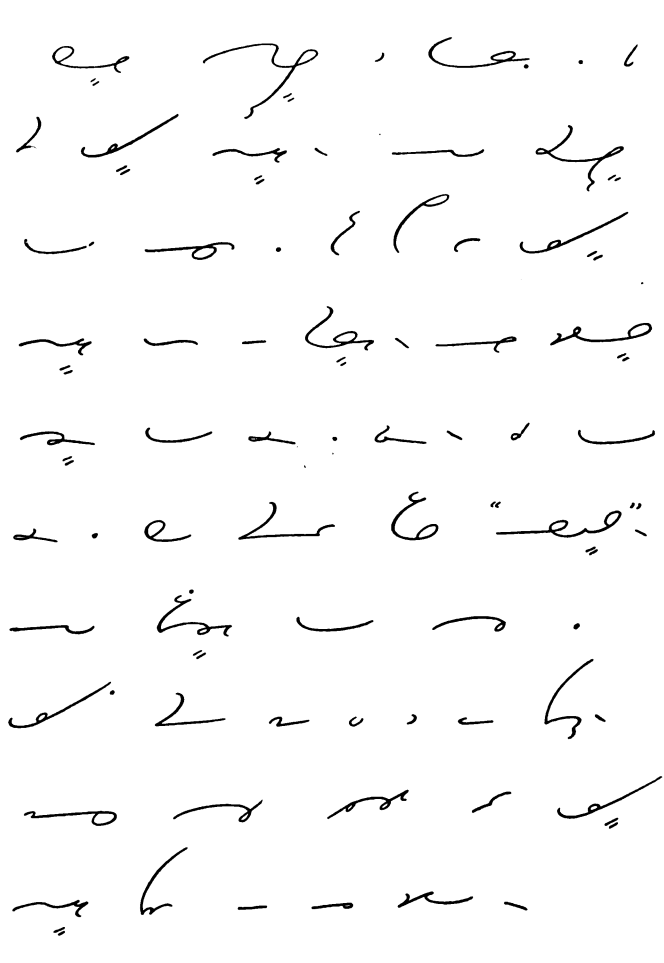

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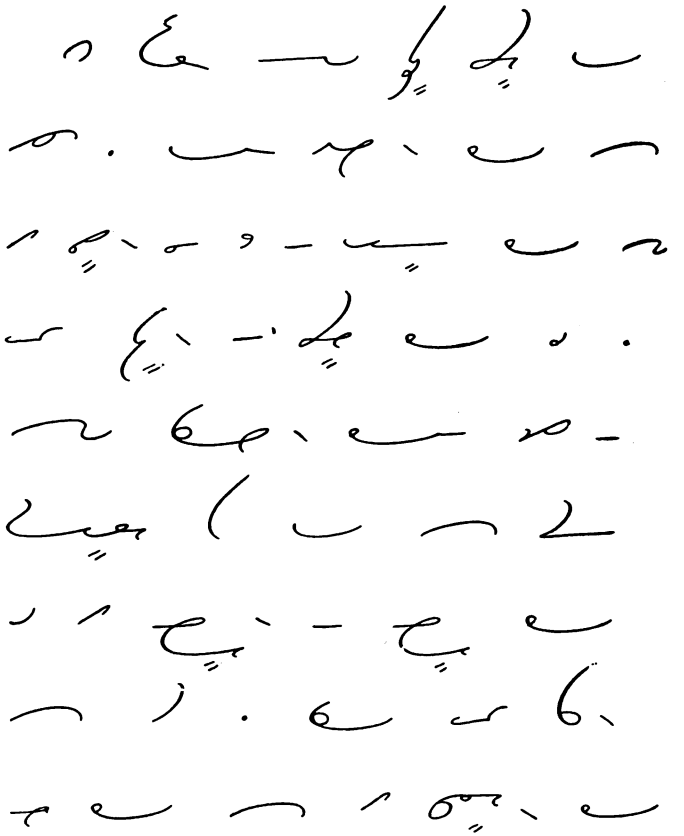

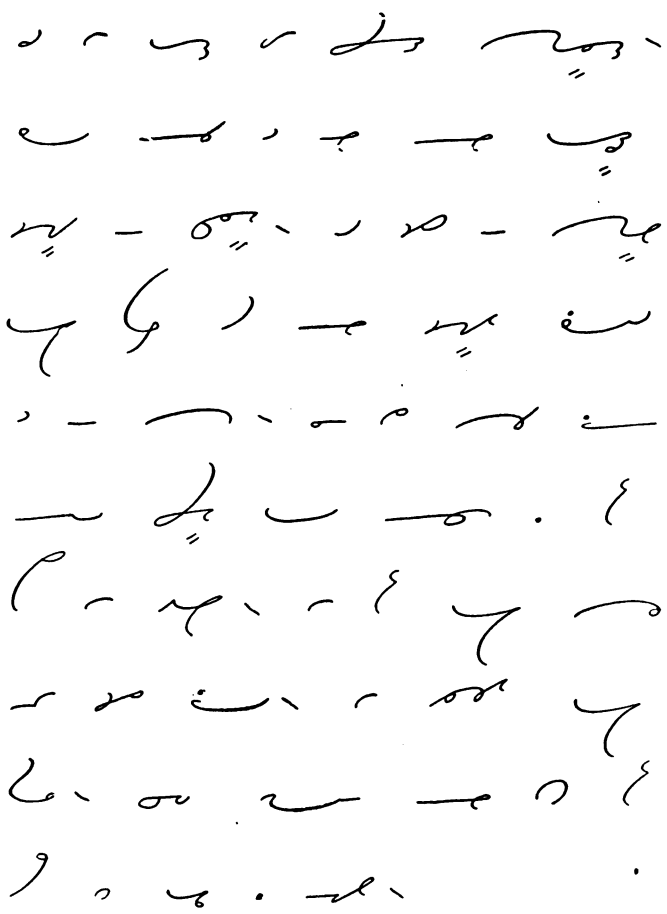

BUSINESS LETTERS

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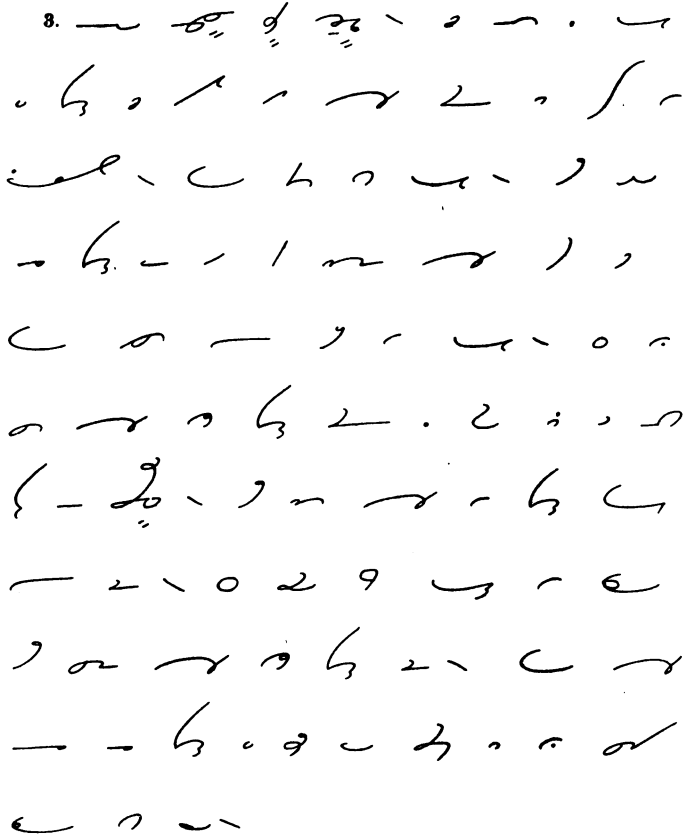

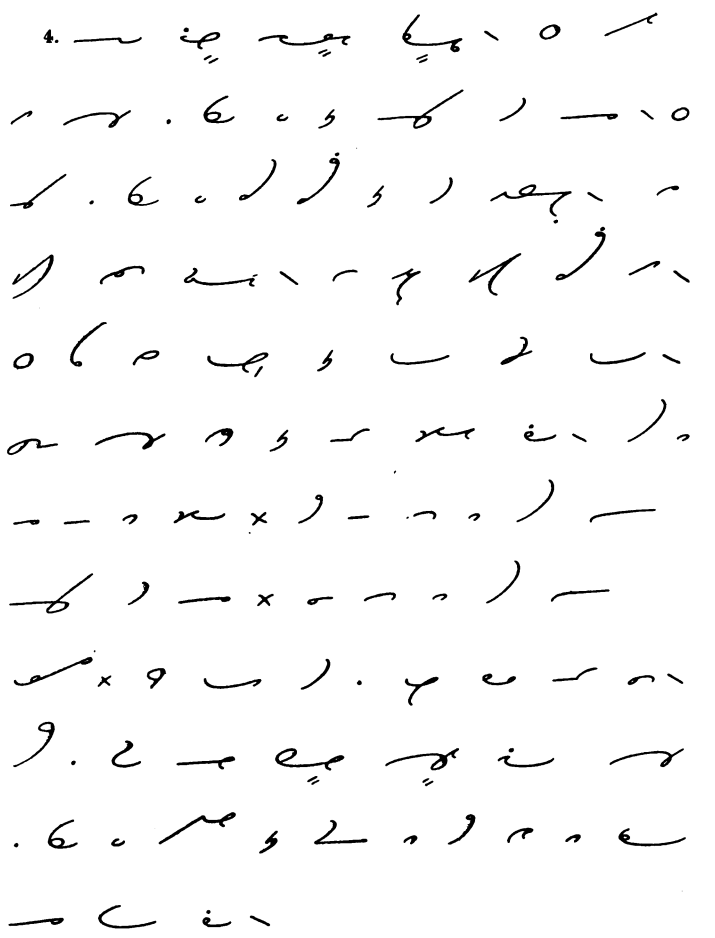

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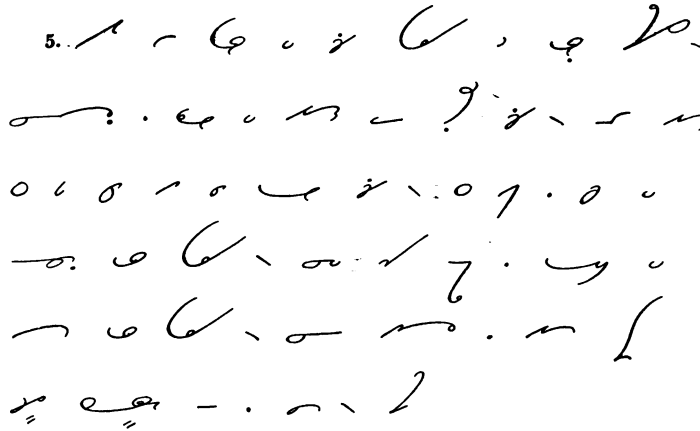
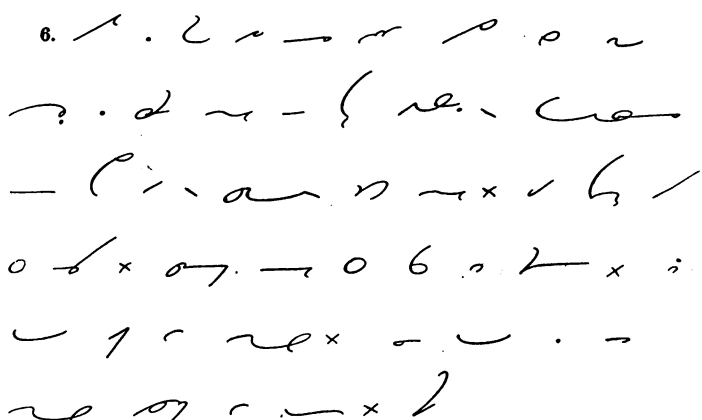
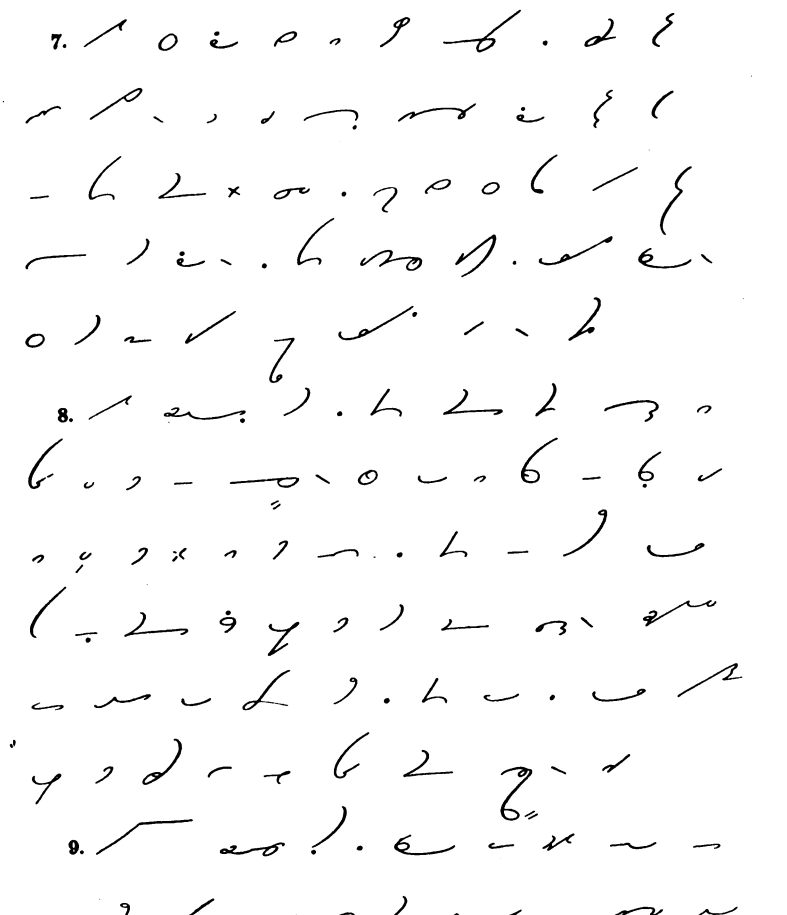
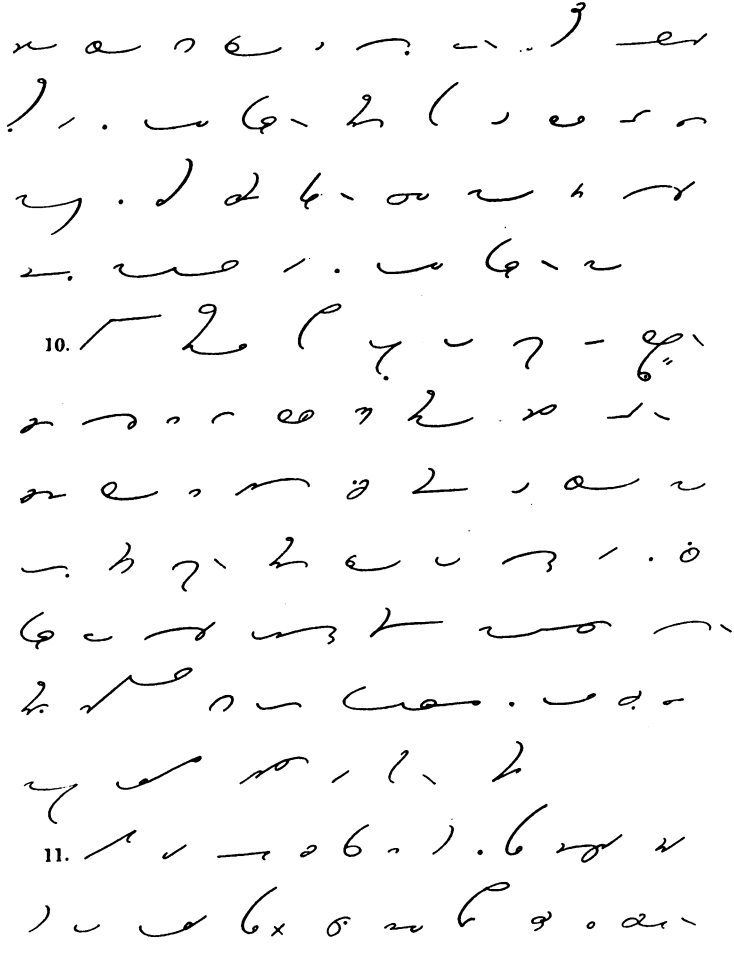
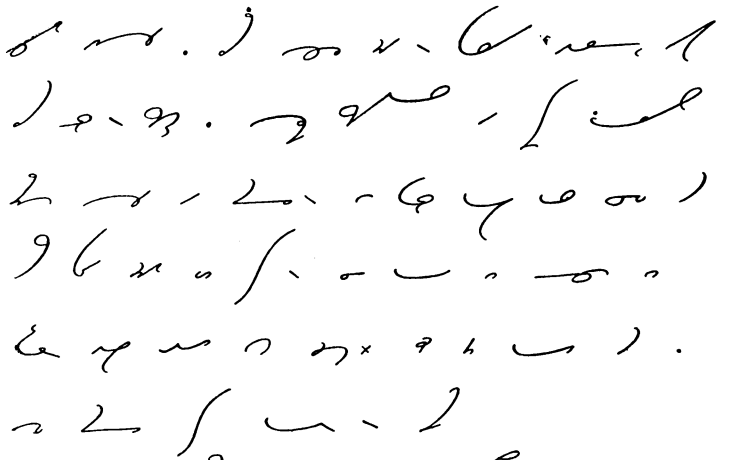
BUSINESS LETTERS

5. 

6. 







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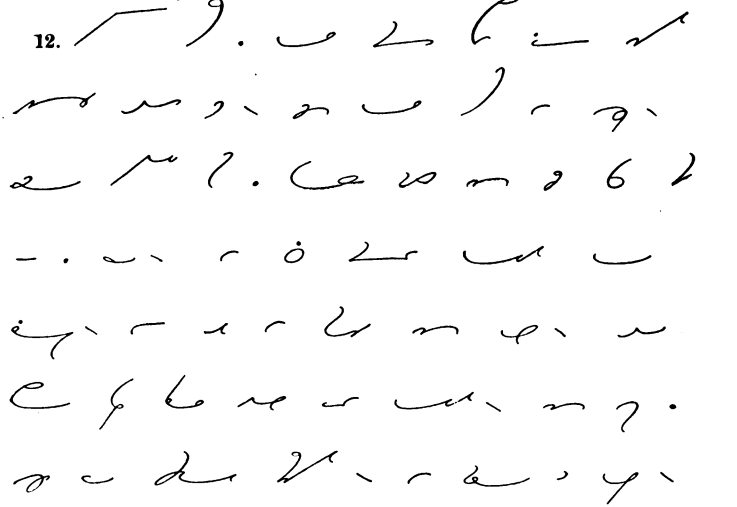

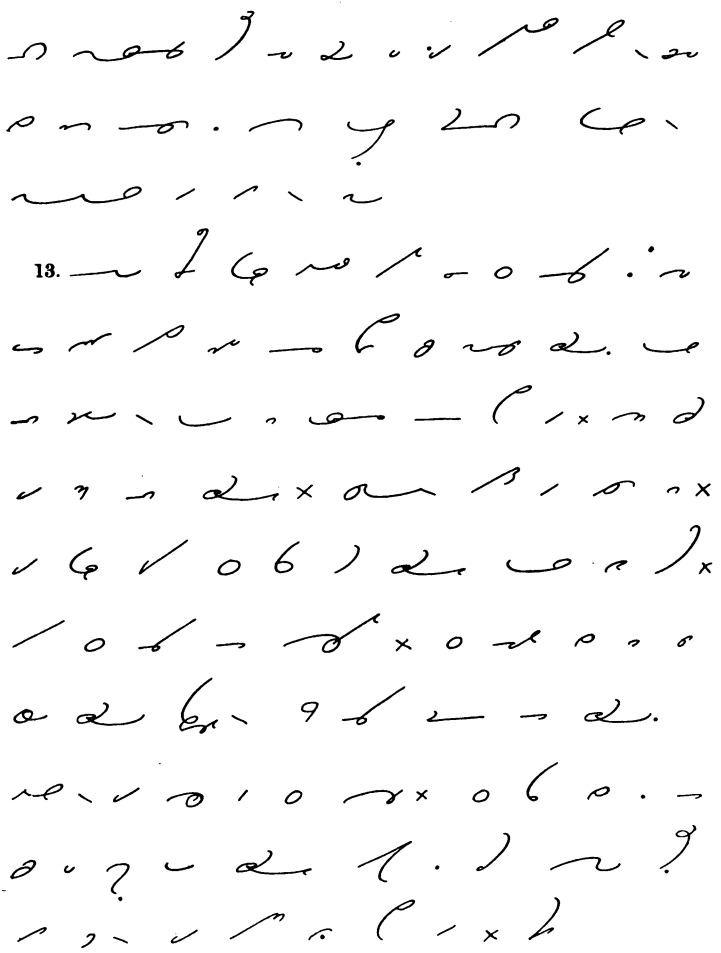

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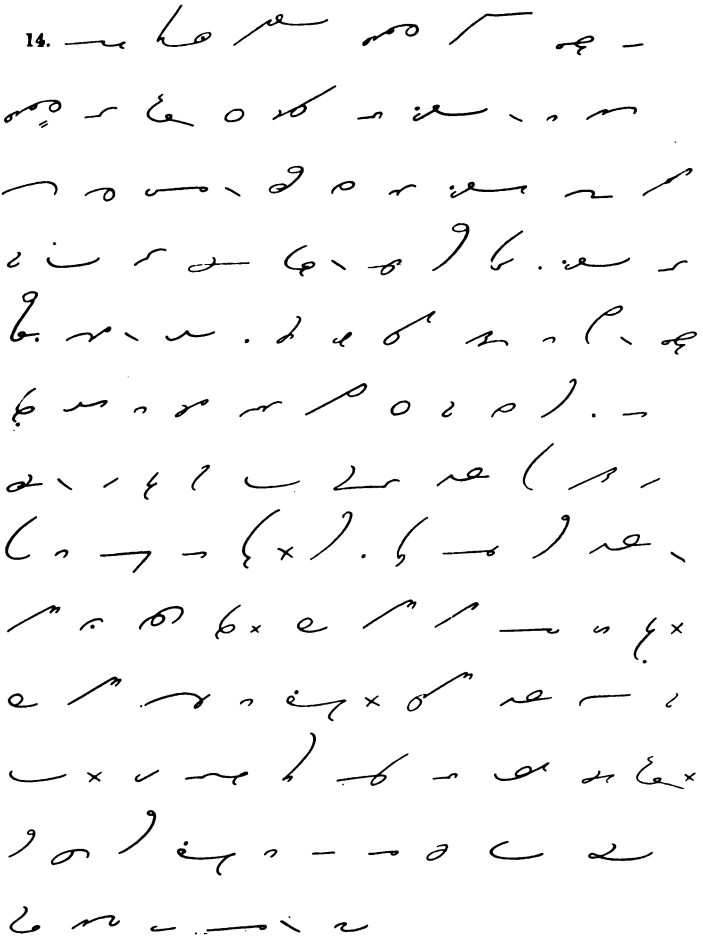

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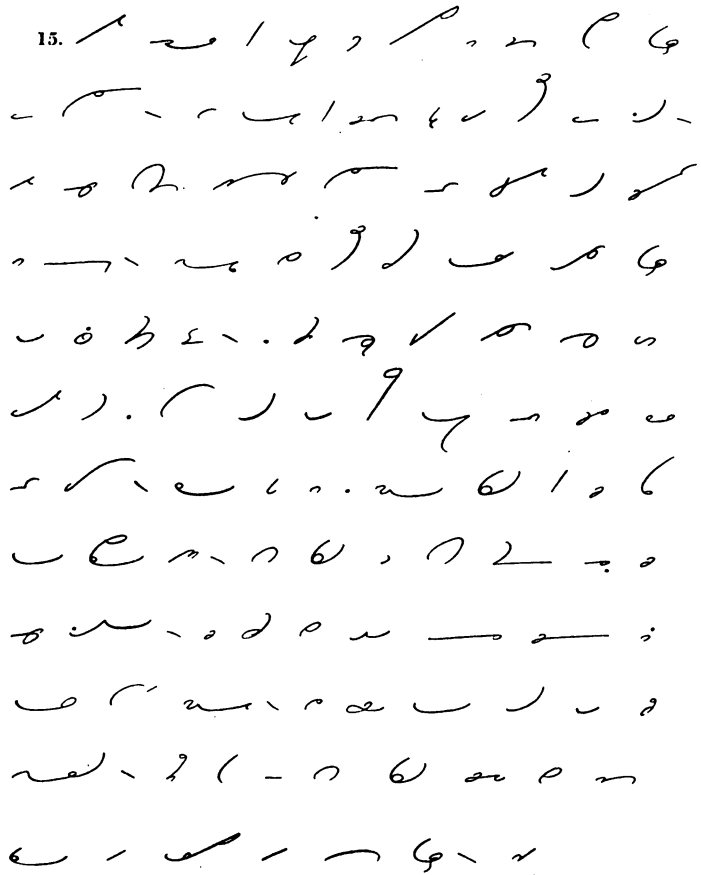
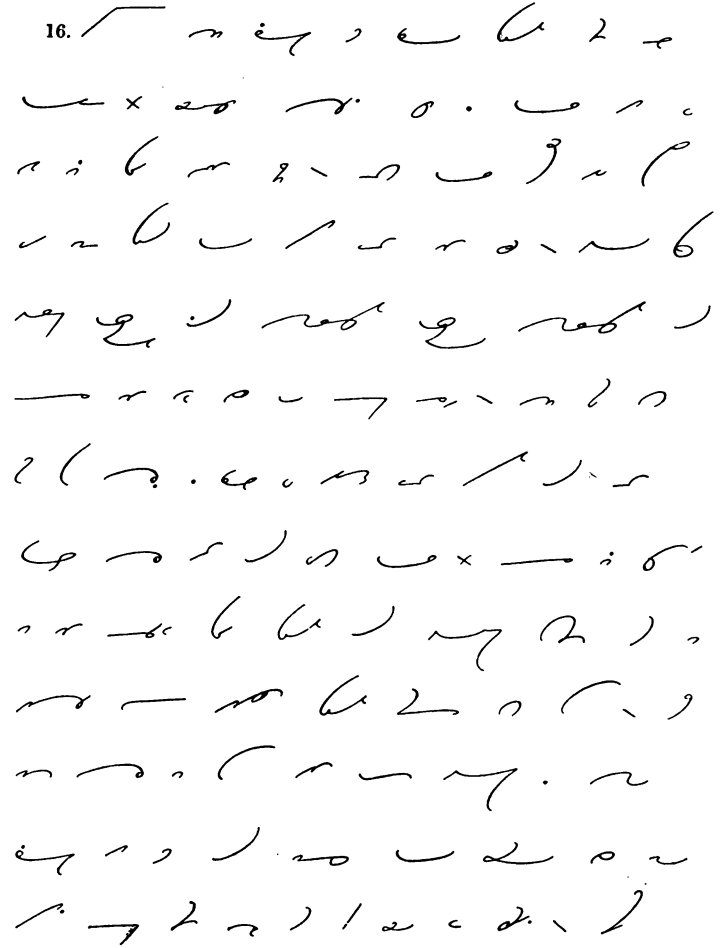
15. 

16. 

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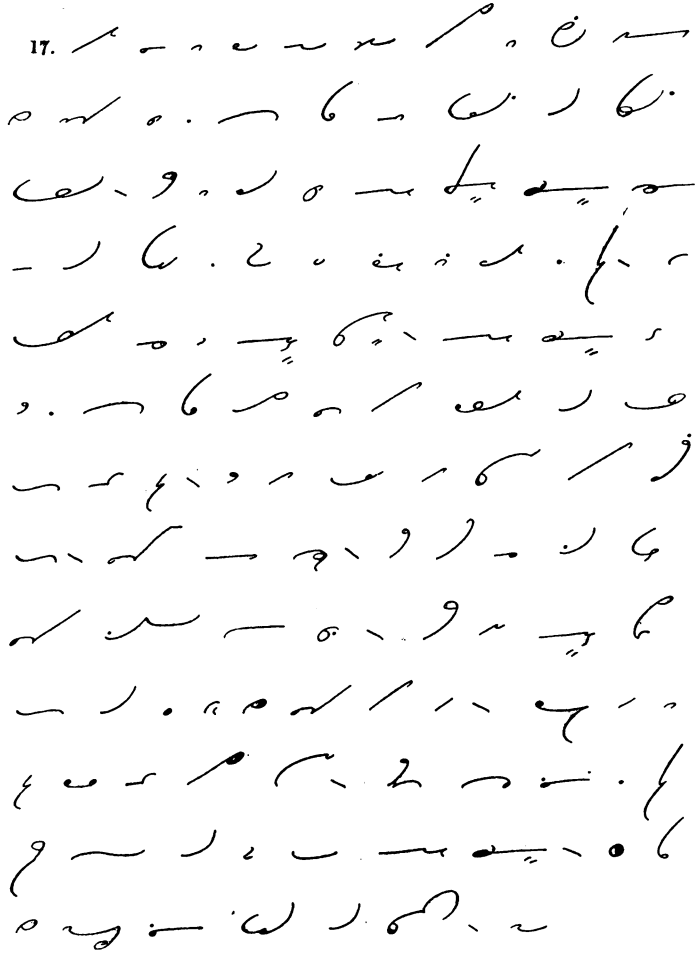

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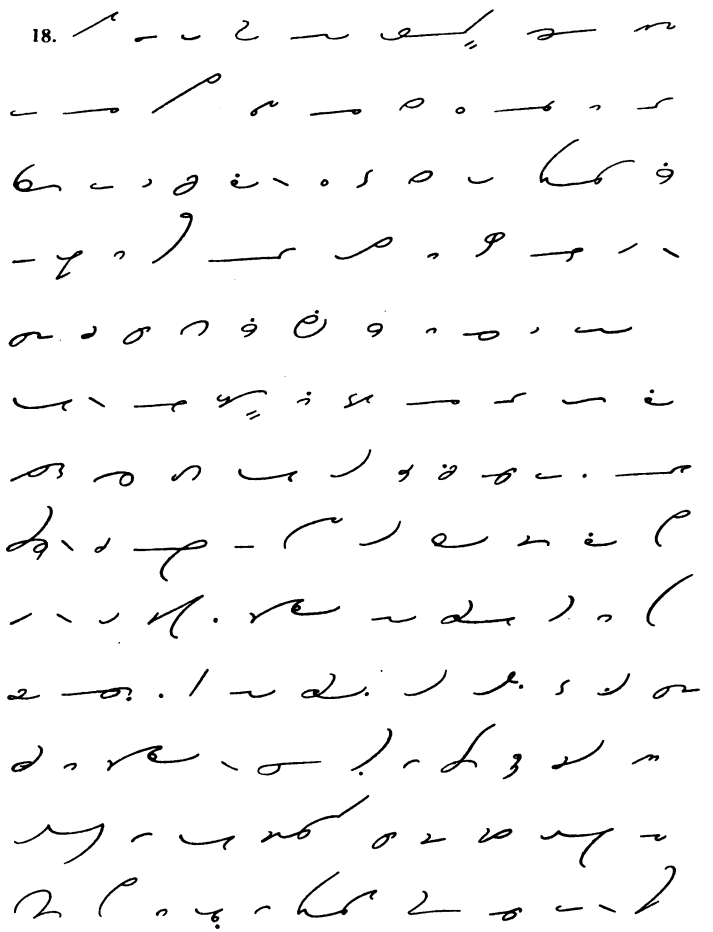
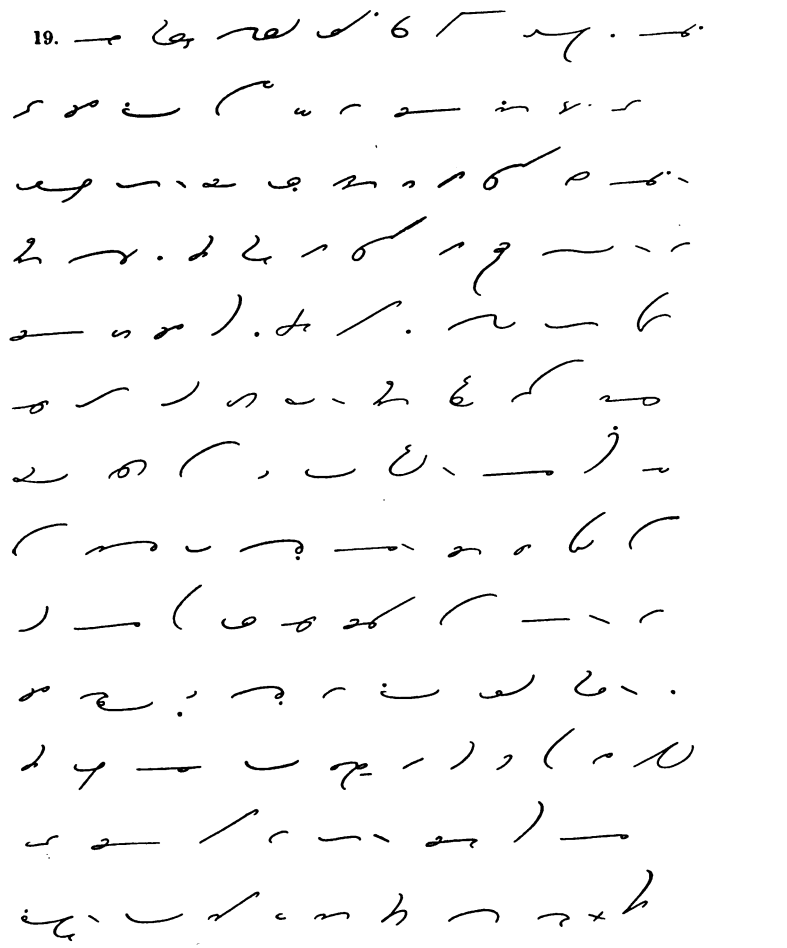
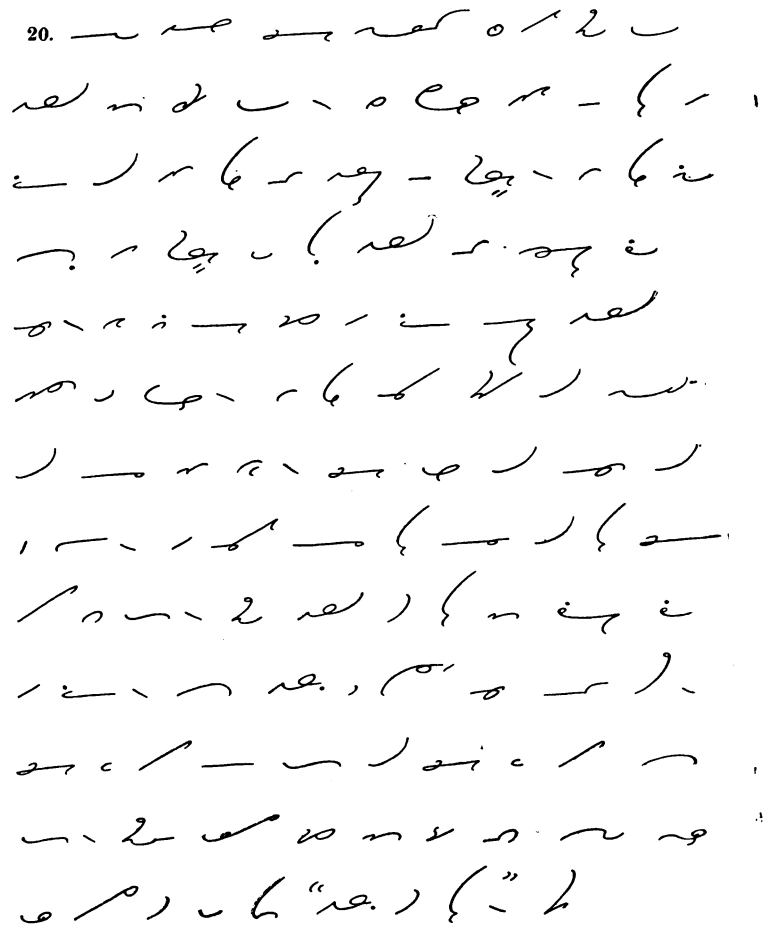
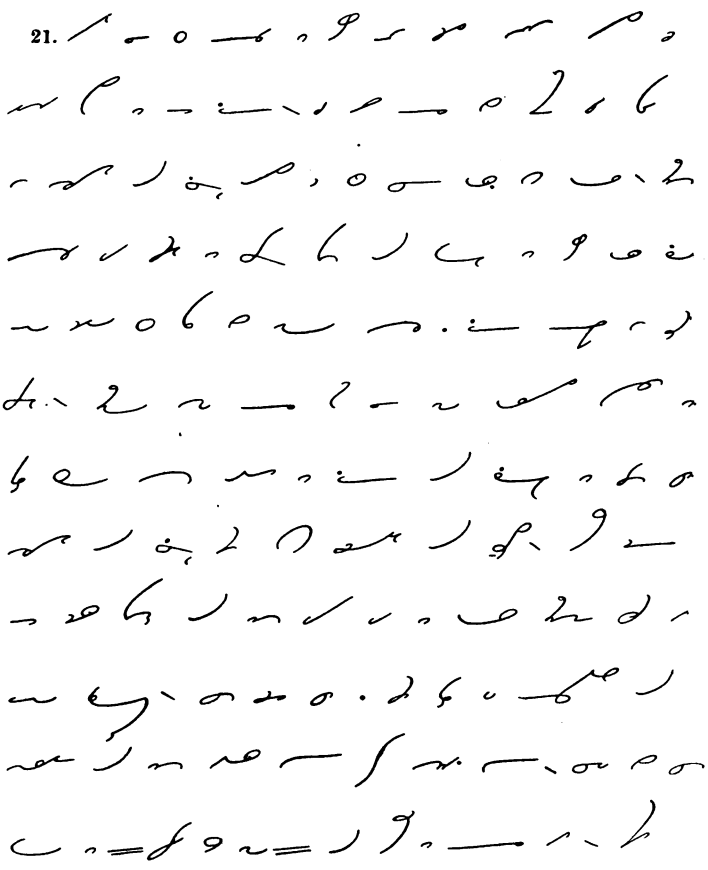


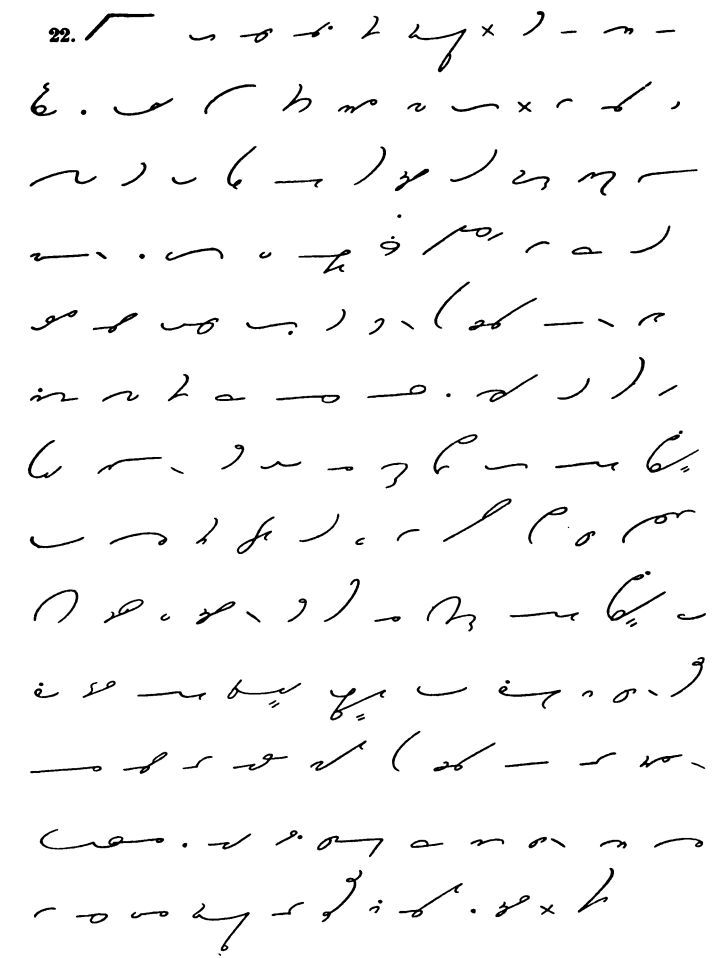
19. 

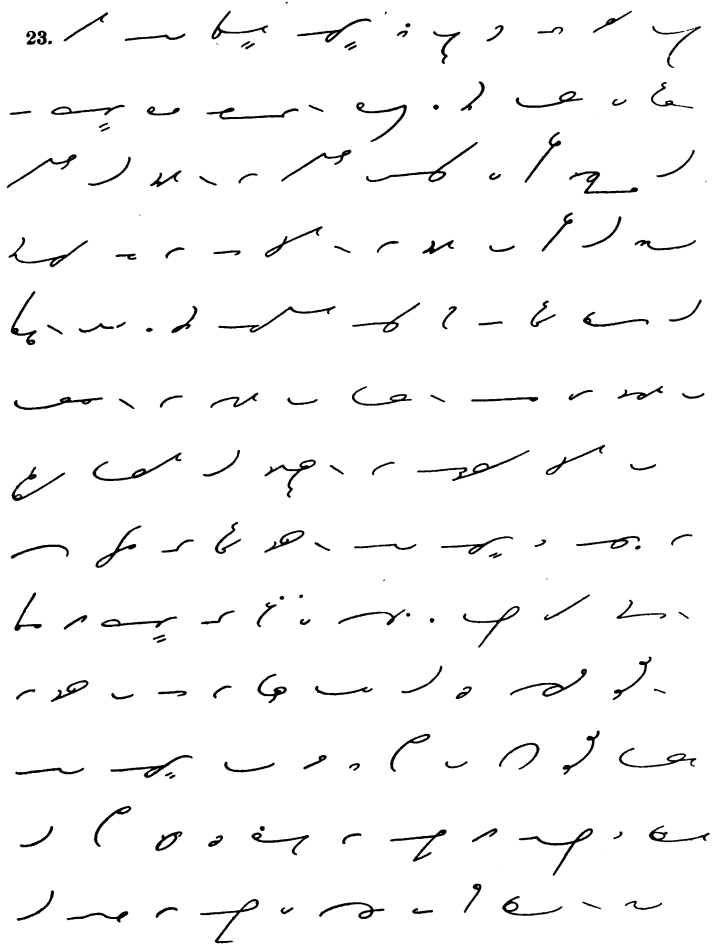
20. 

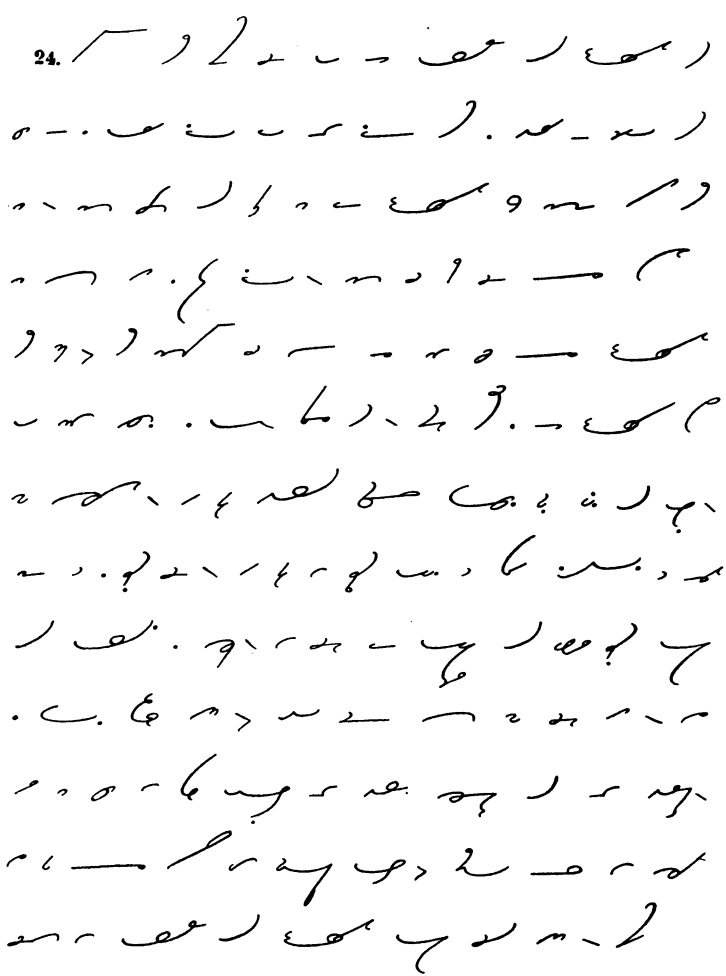
EIGHTH LESSON

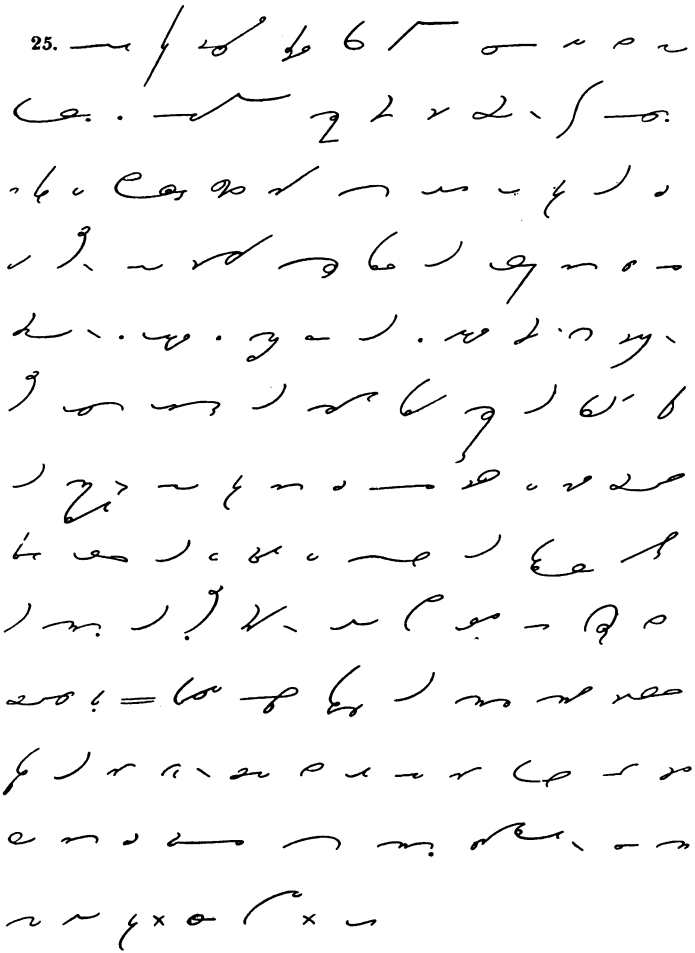
BUSINESS LETTERS

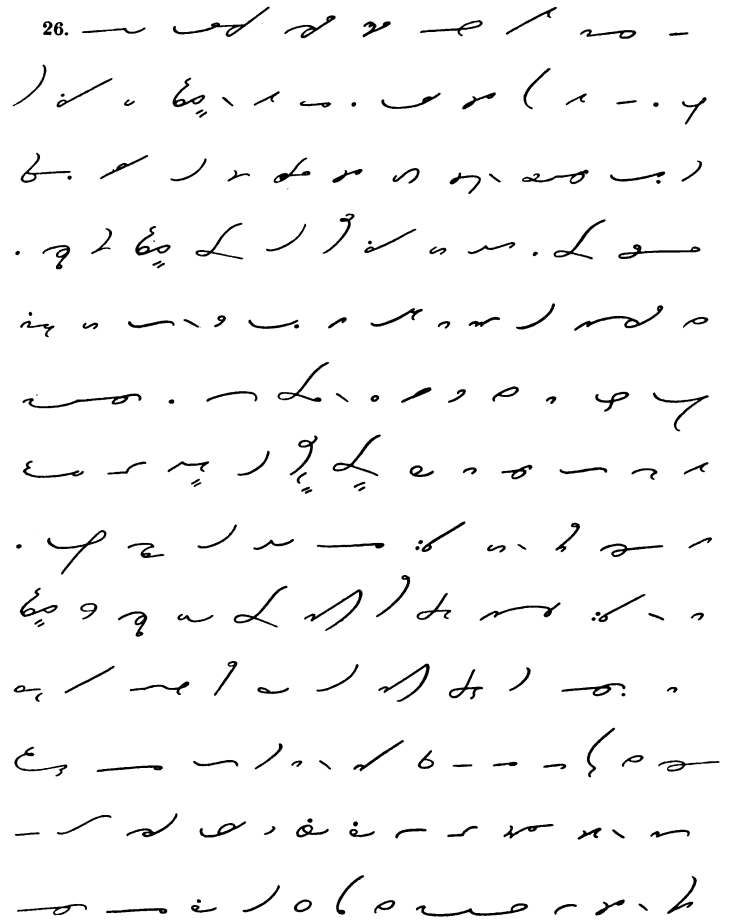
21. 



23. 

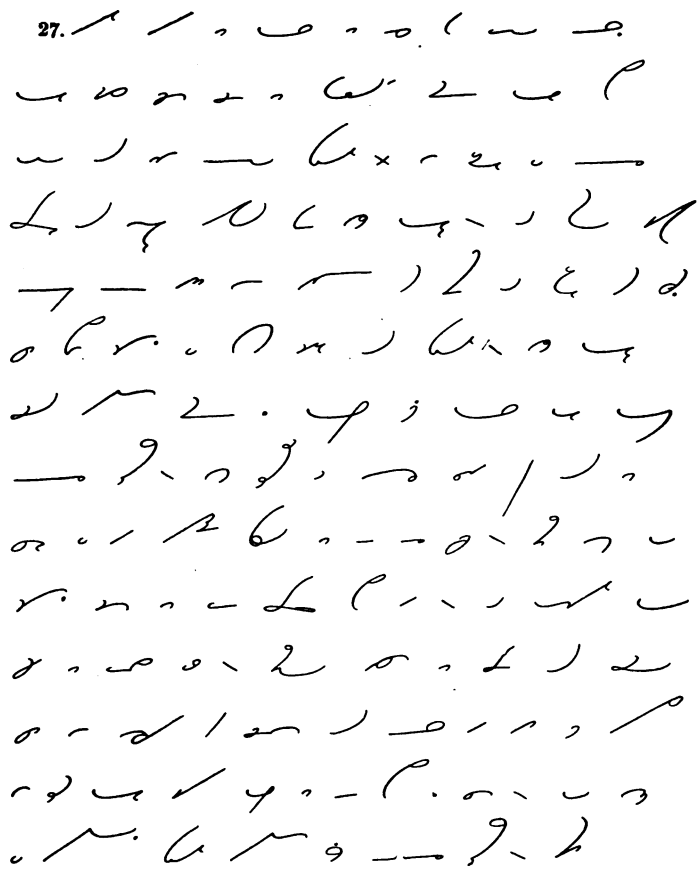
24. 

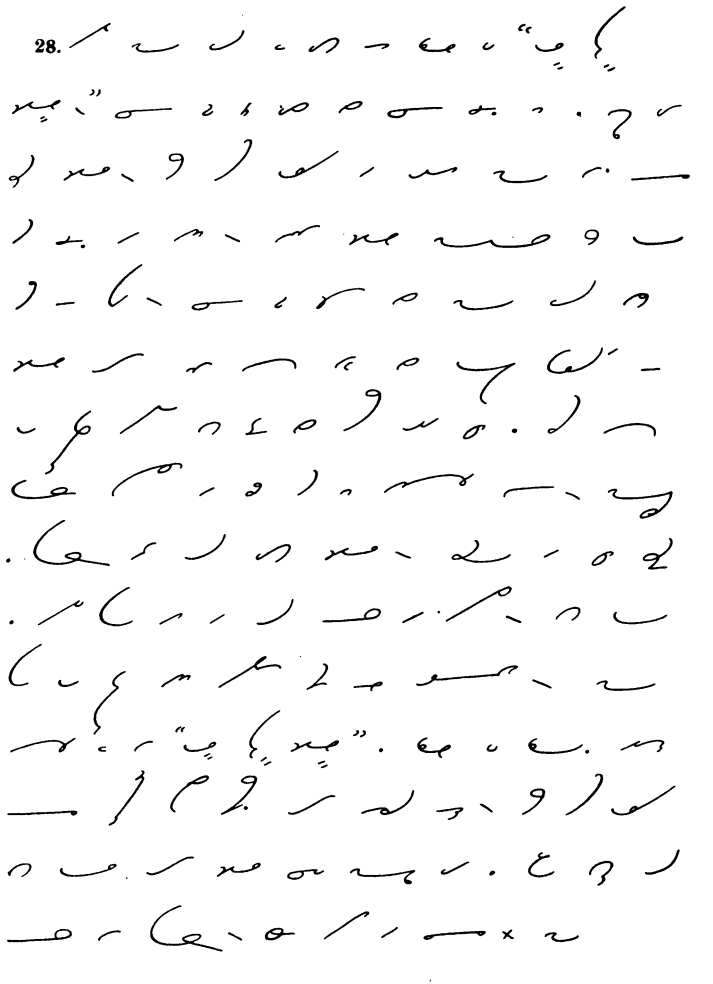
25. 

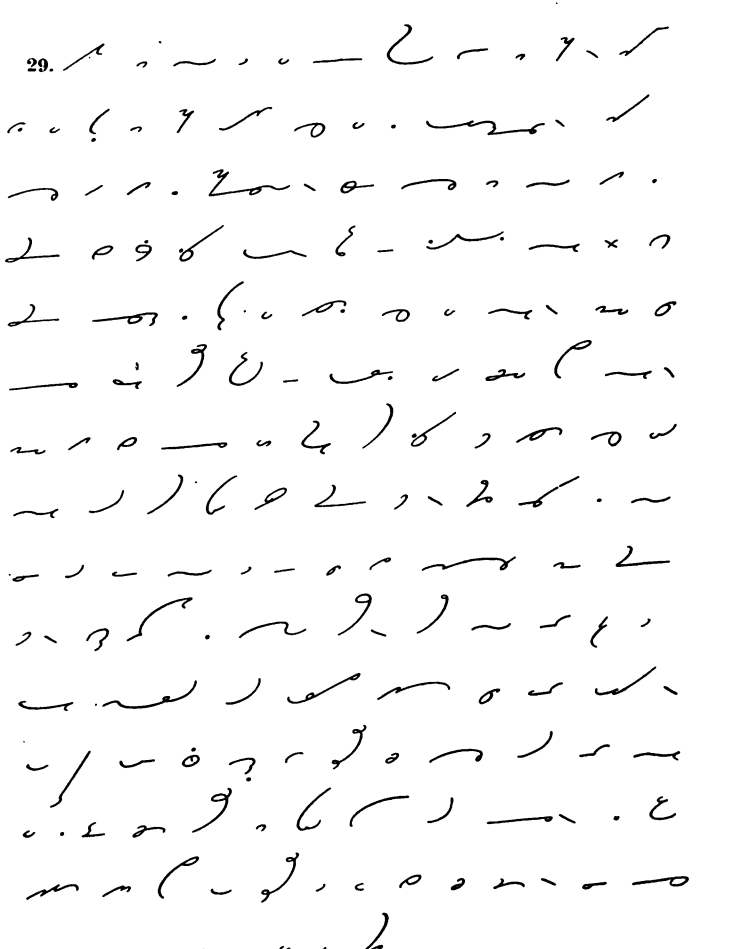


NINTH LESSON

BUSINESS LETTERS

27. 



29. 

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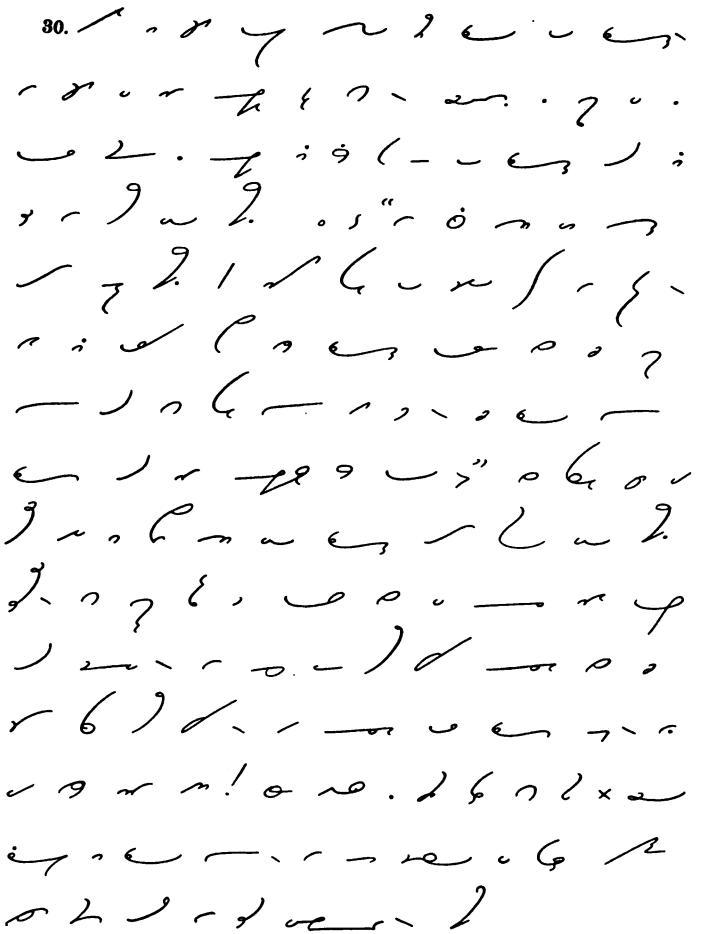
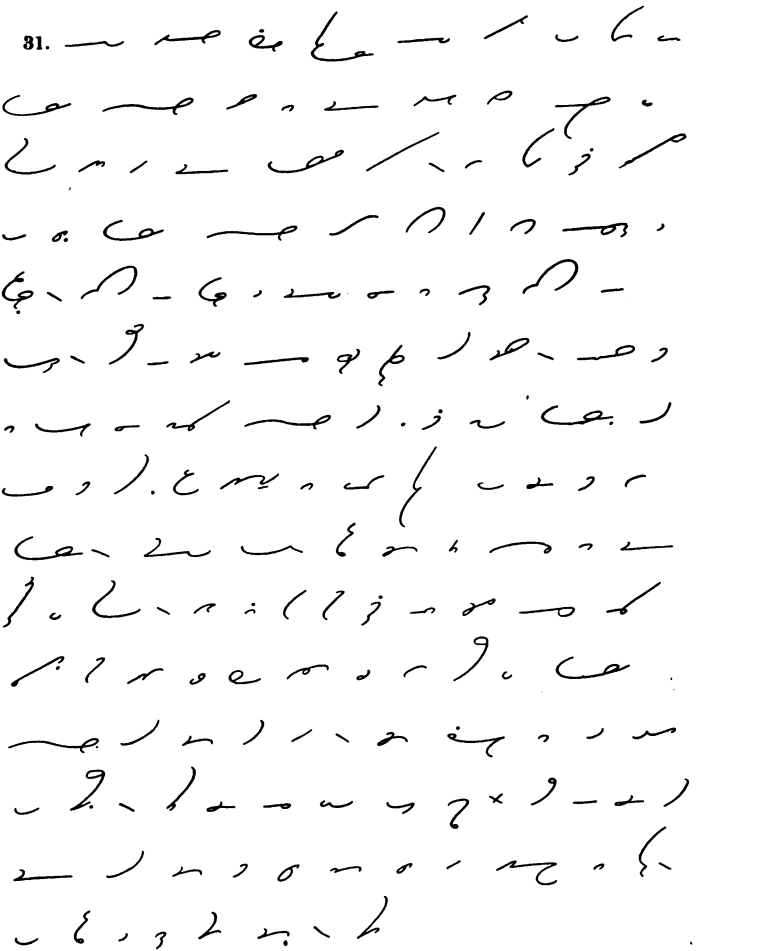


31. 

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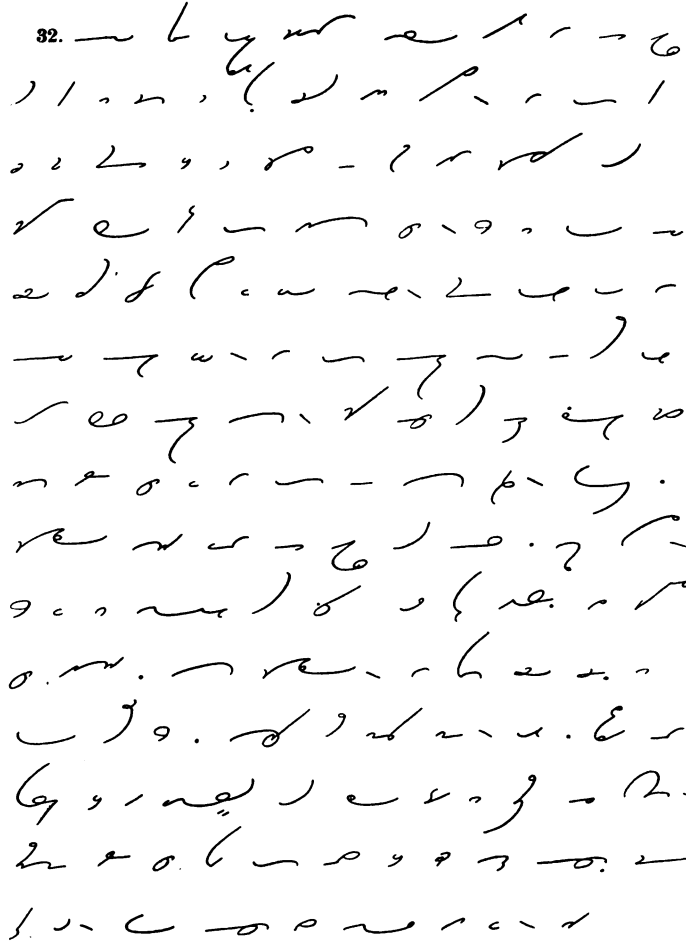

TENTH LESSON

BUSINESS LETTERS

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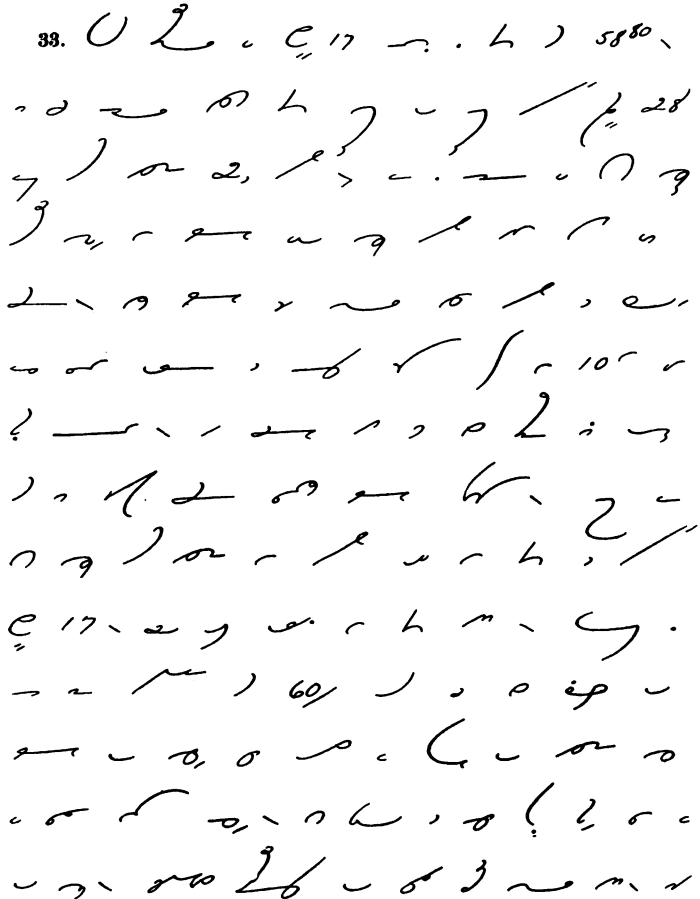
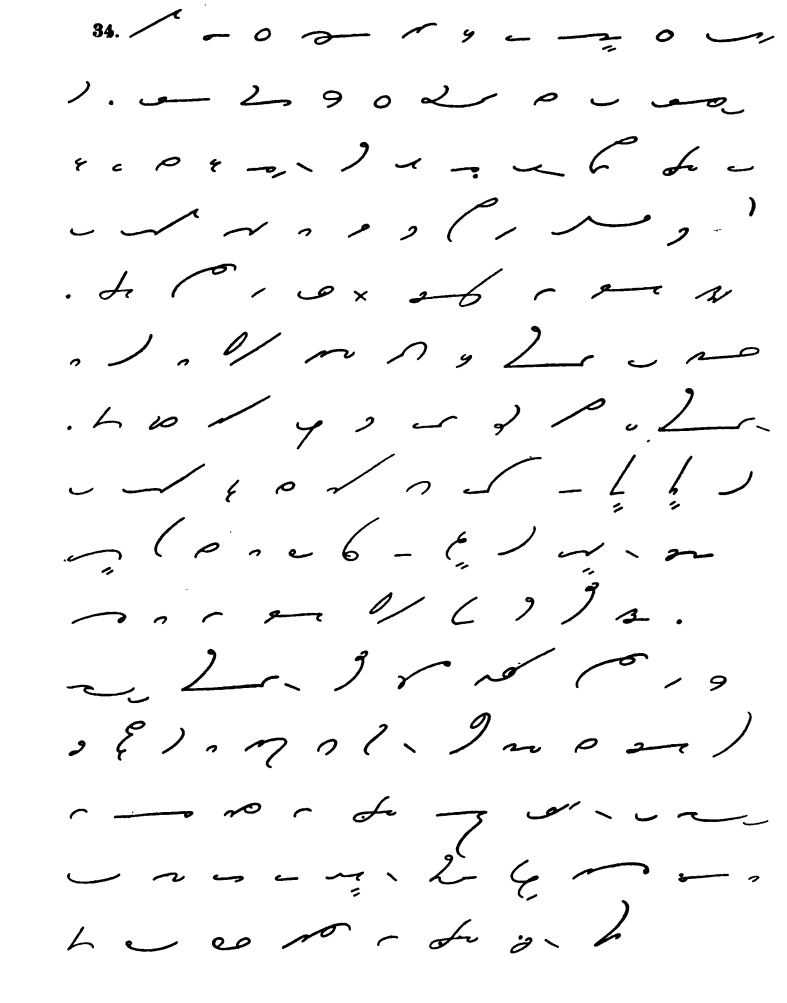
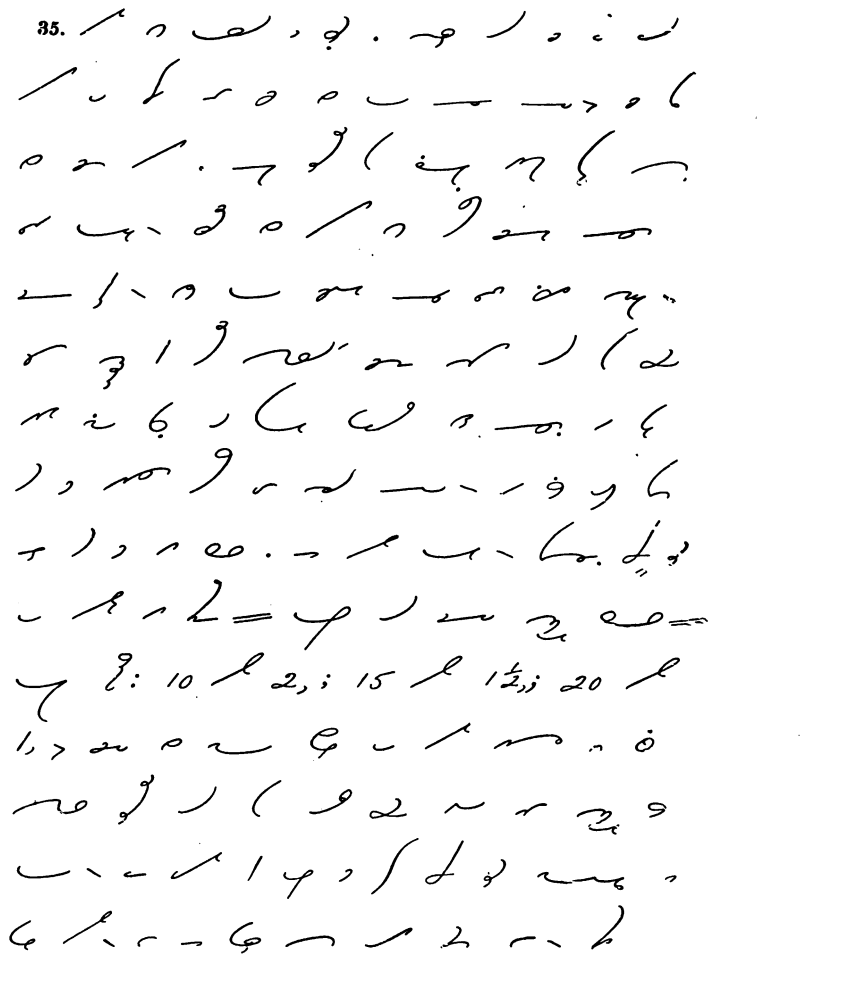
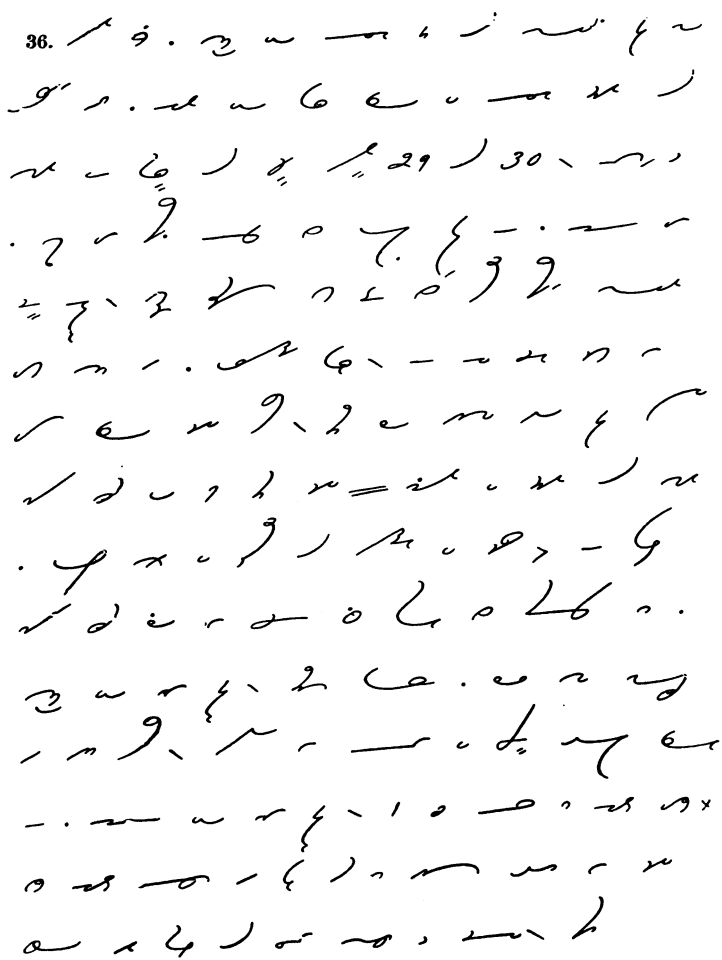
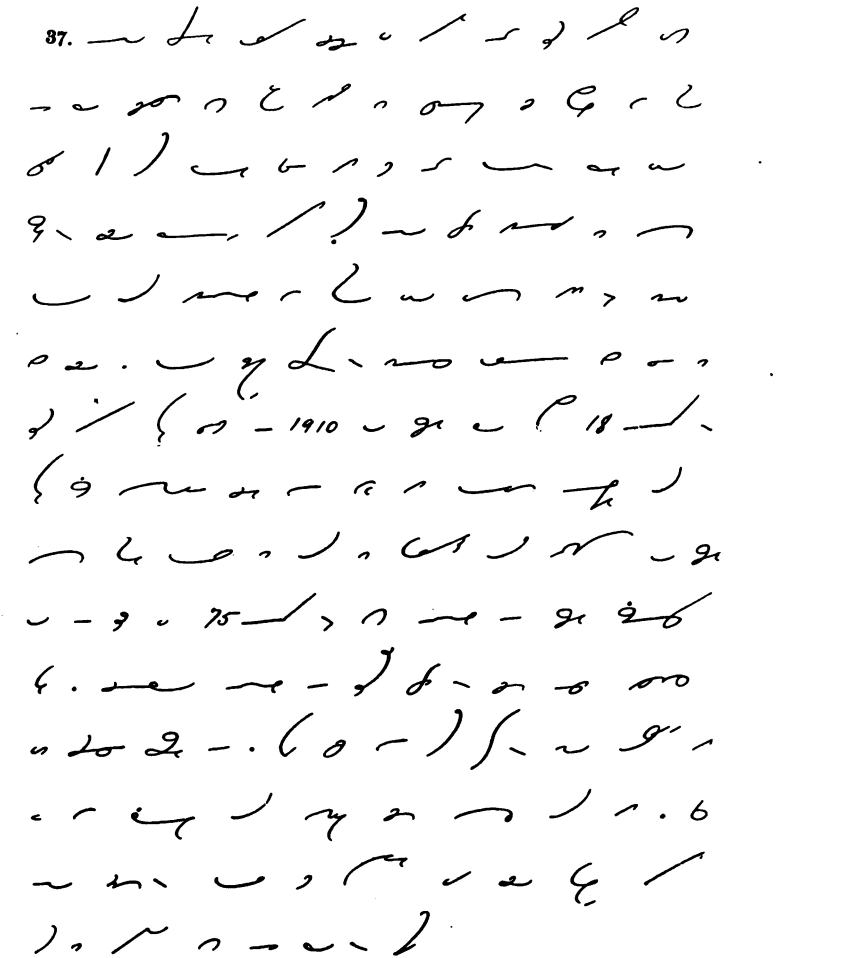




35. 



37. 

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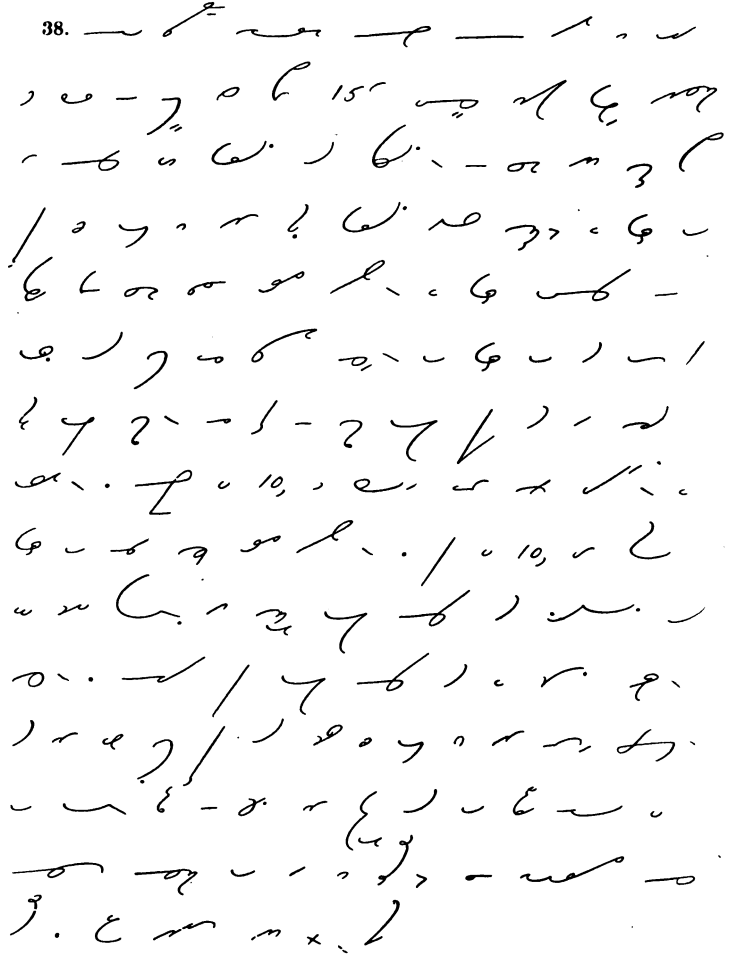
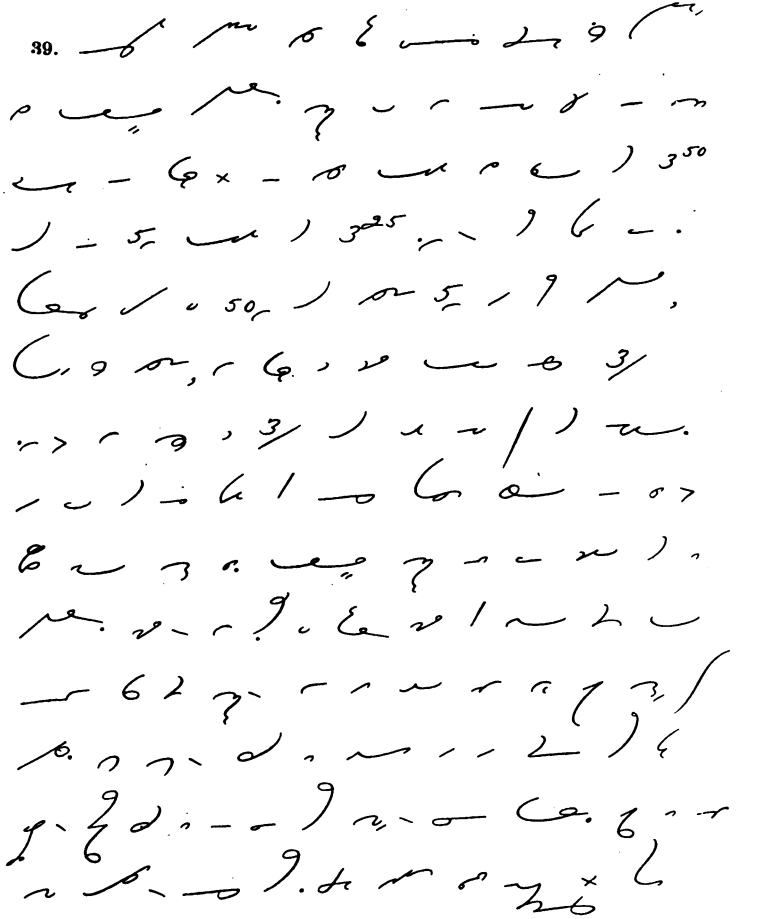
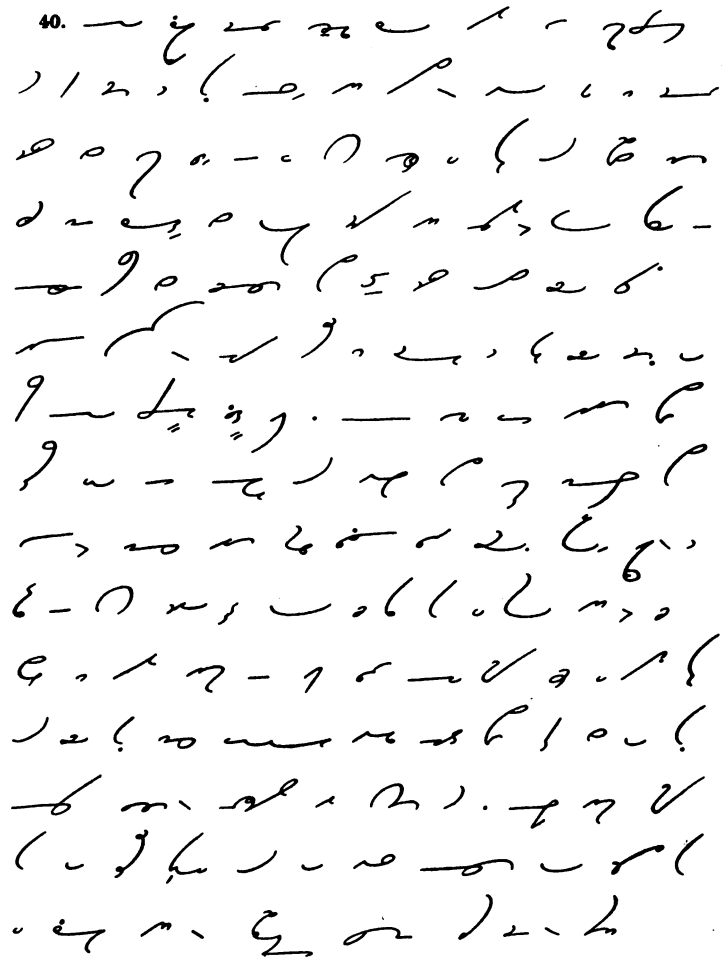


ELEVENTH LESSON

BUSINESS LETTERS

39. 



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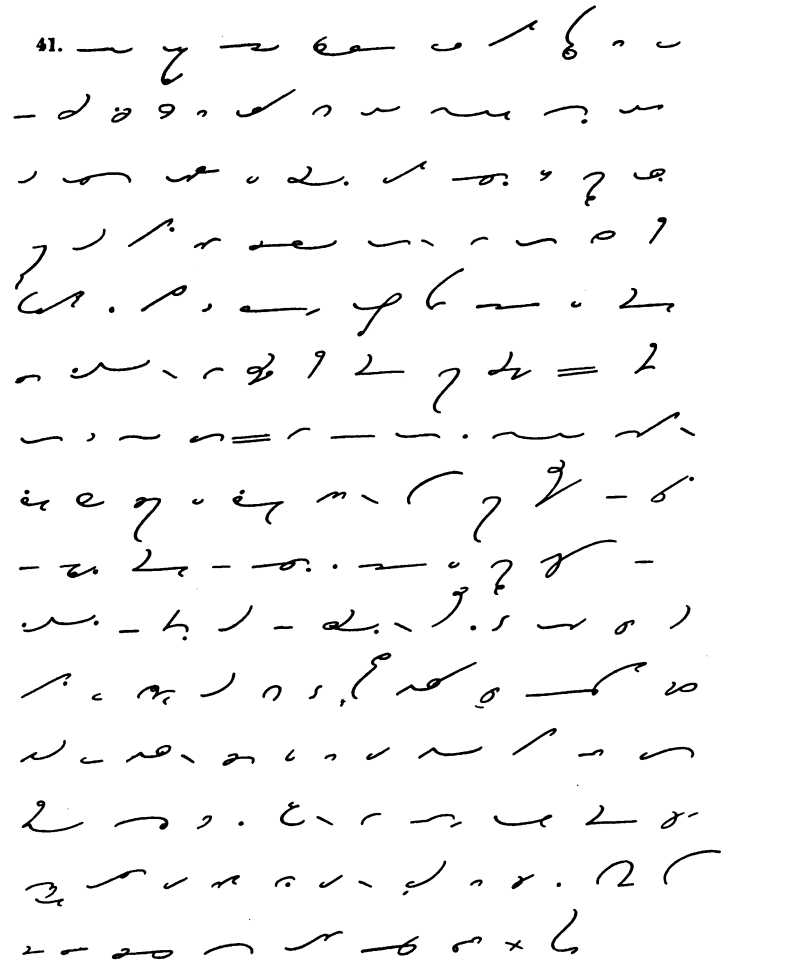
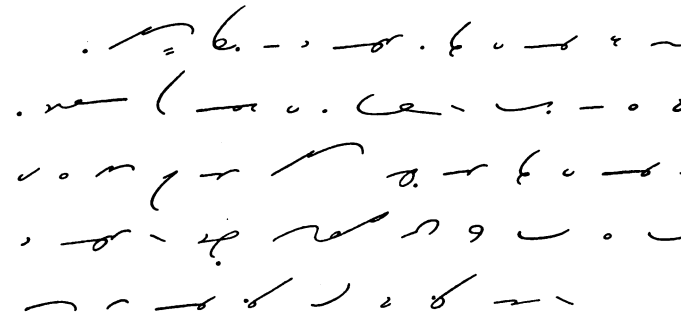
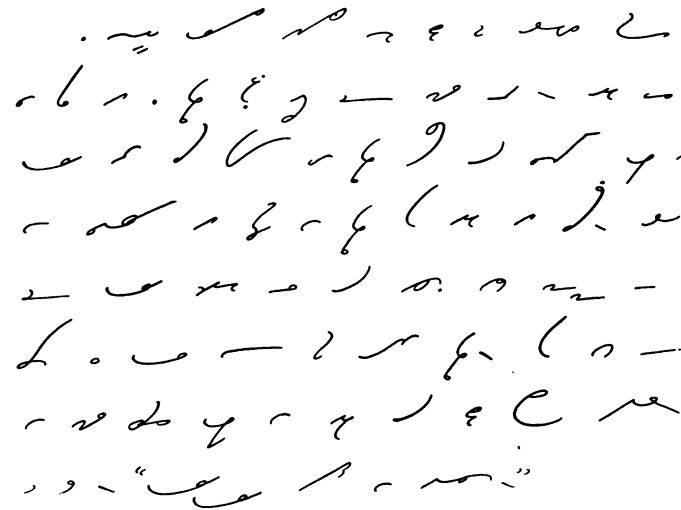


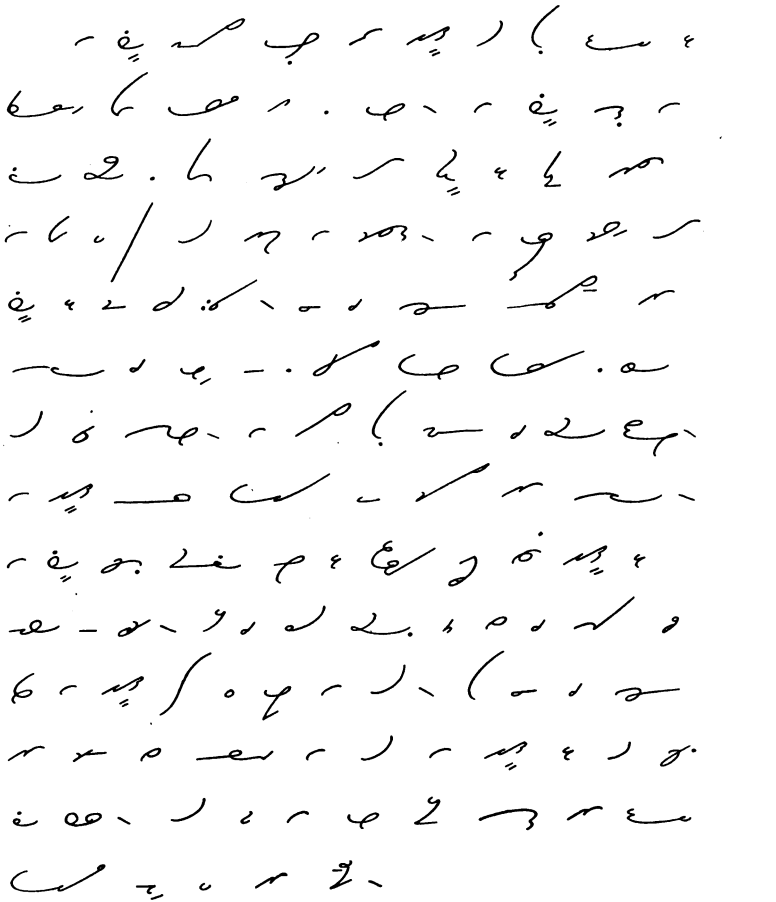
THE DOG AND HIS SHADOW



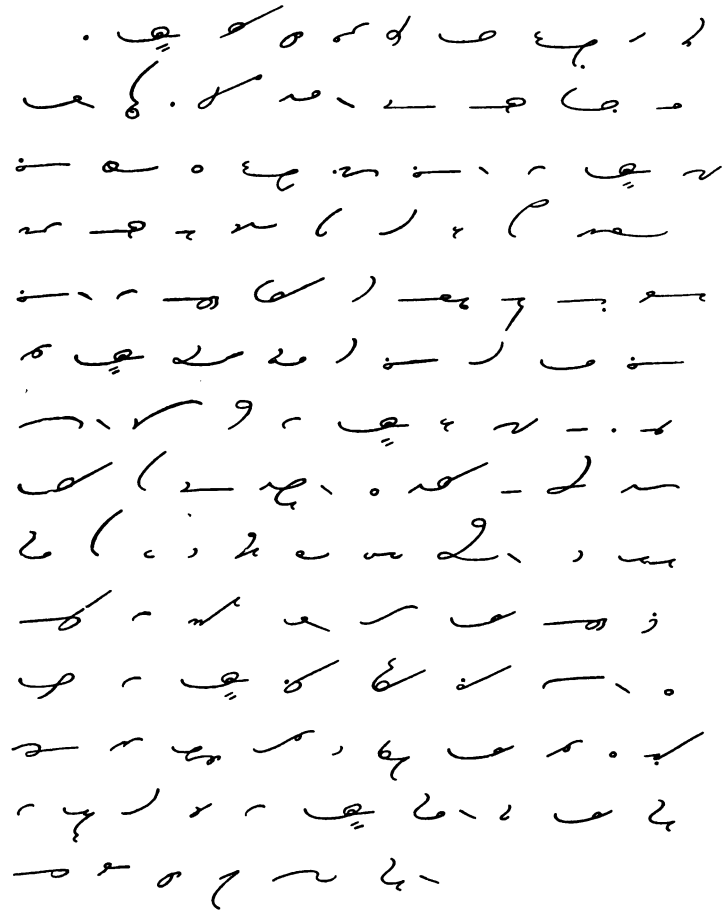
THE CROW AND THE PITCHER



THE HARE AND THE TORTOISE

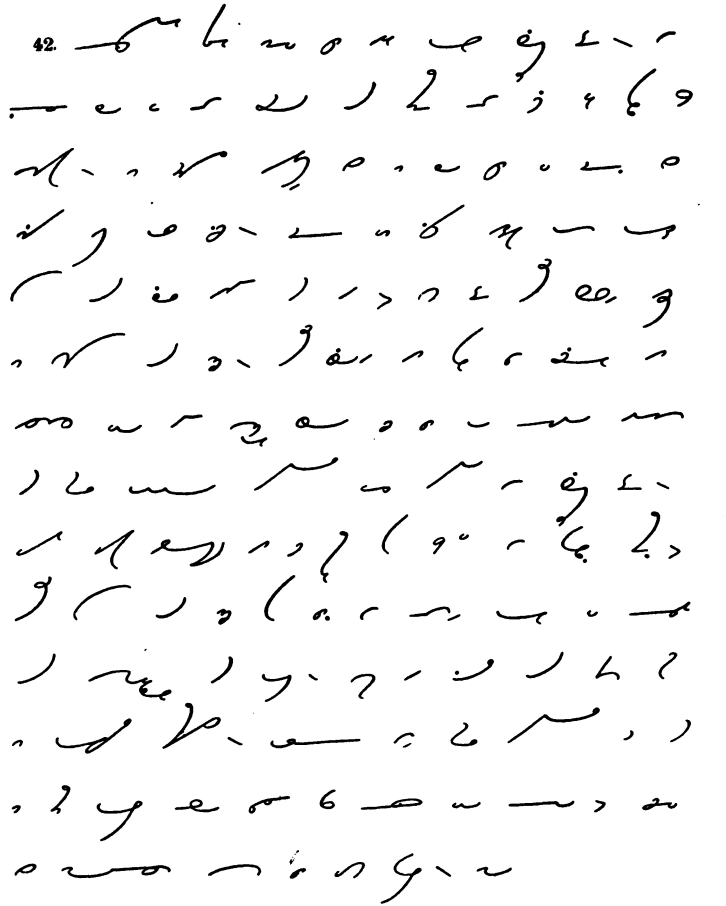


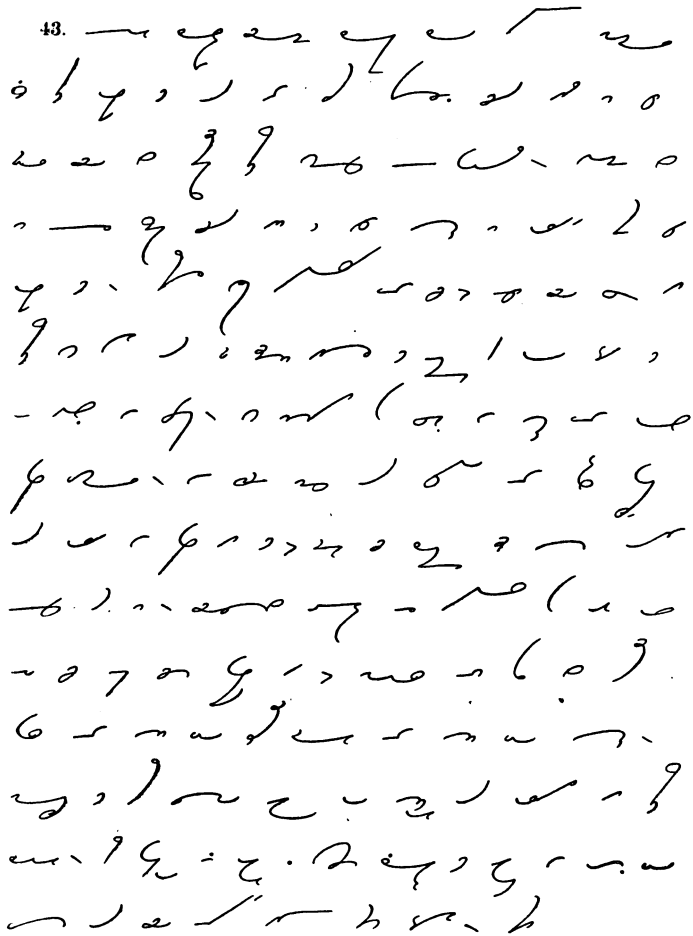
THE LION AND THE MOUSE

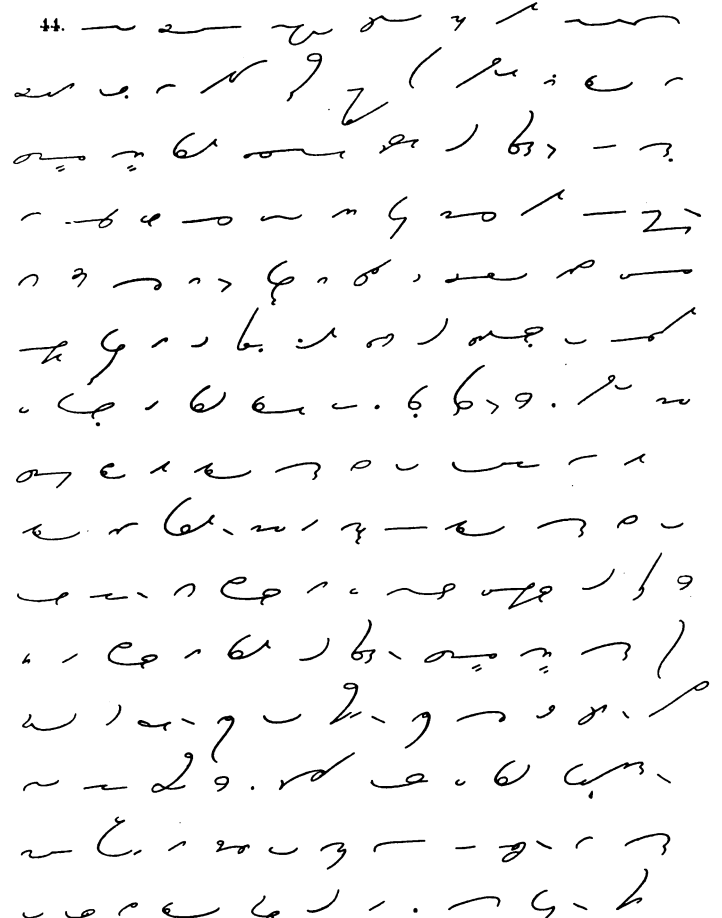


TWELFTH LESSON

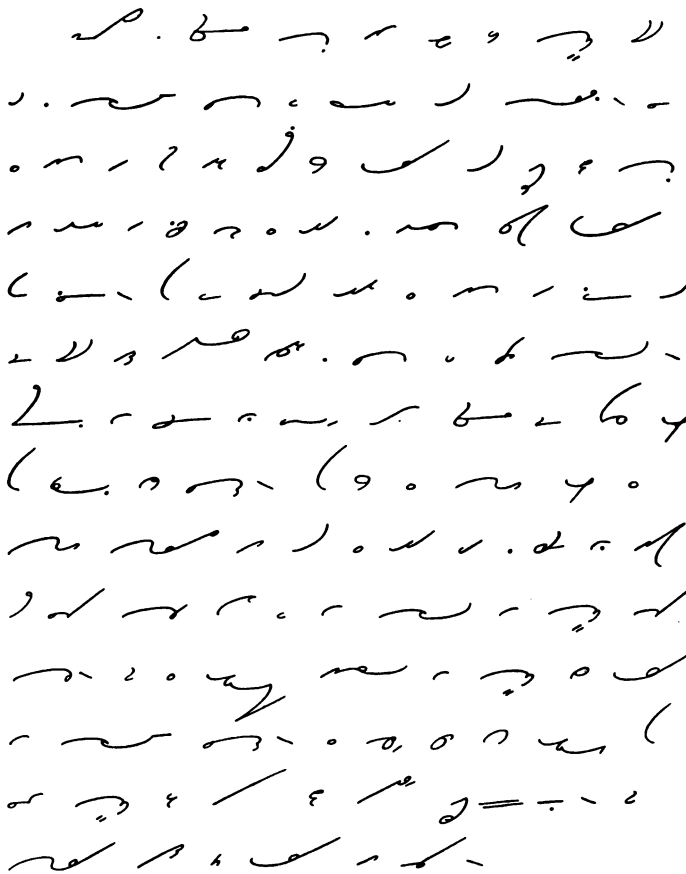
BUSINESS LETTERS

42. 

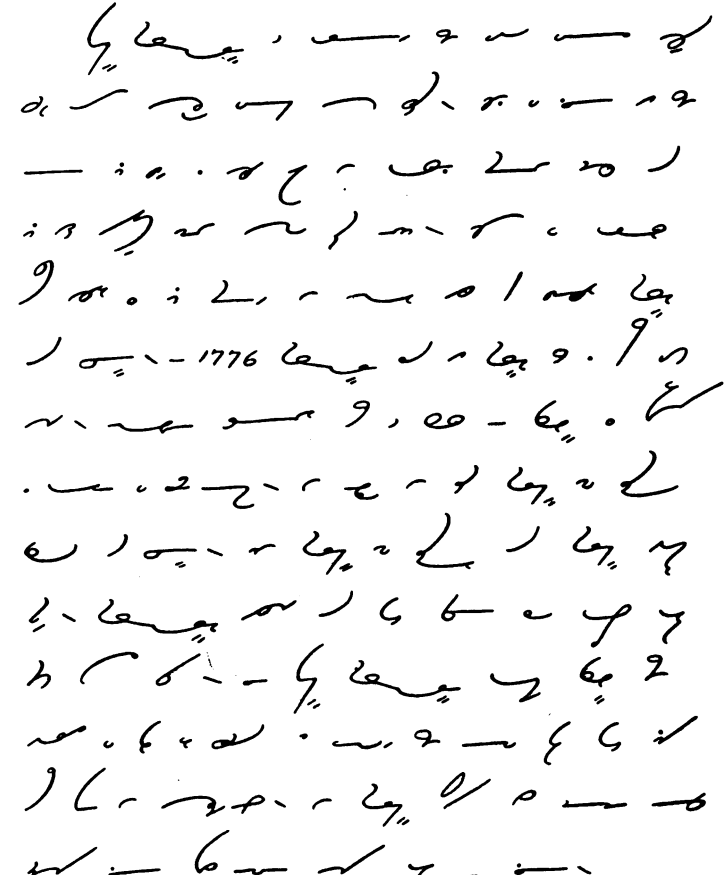




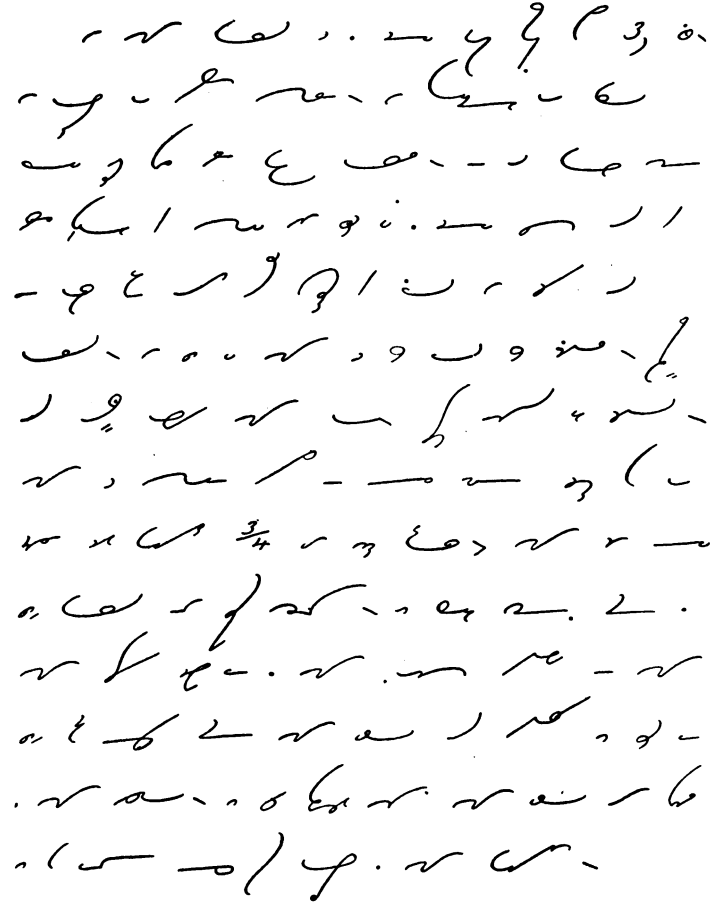
THE GOOSE WITH THE GOLDEN EGGS



BENJAMIN FRANKLIN

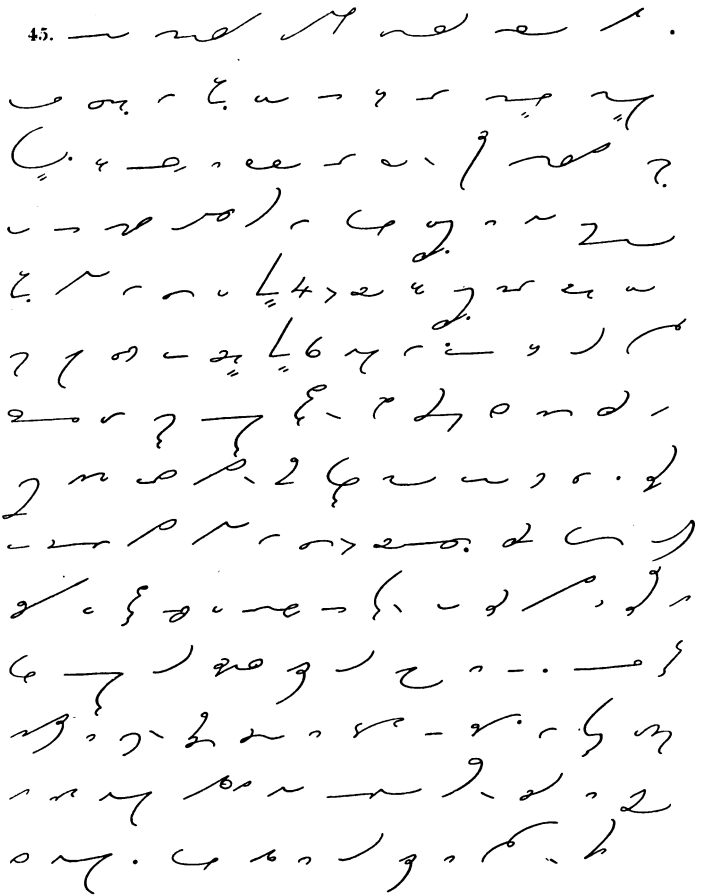


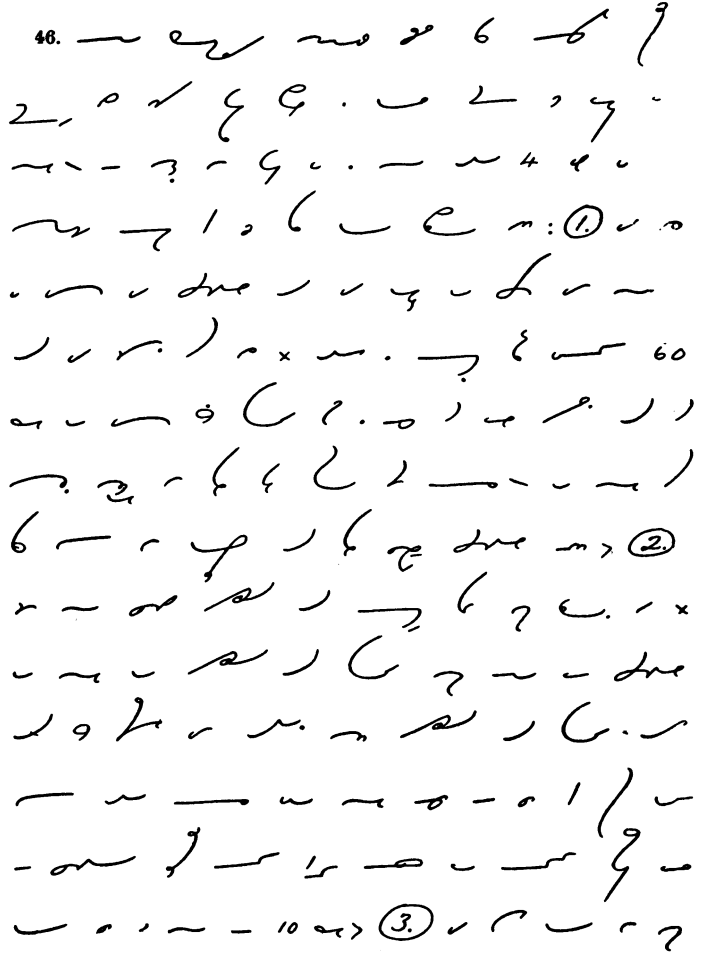
COTTON

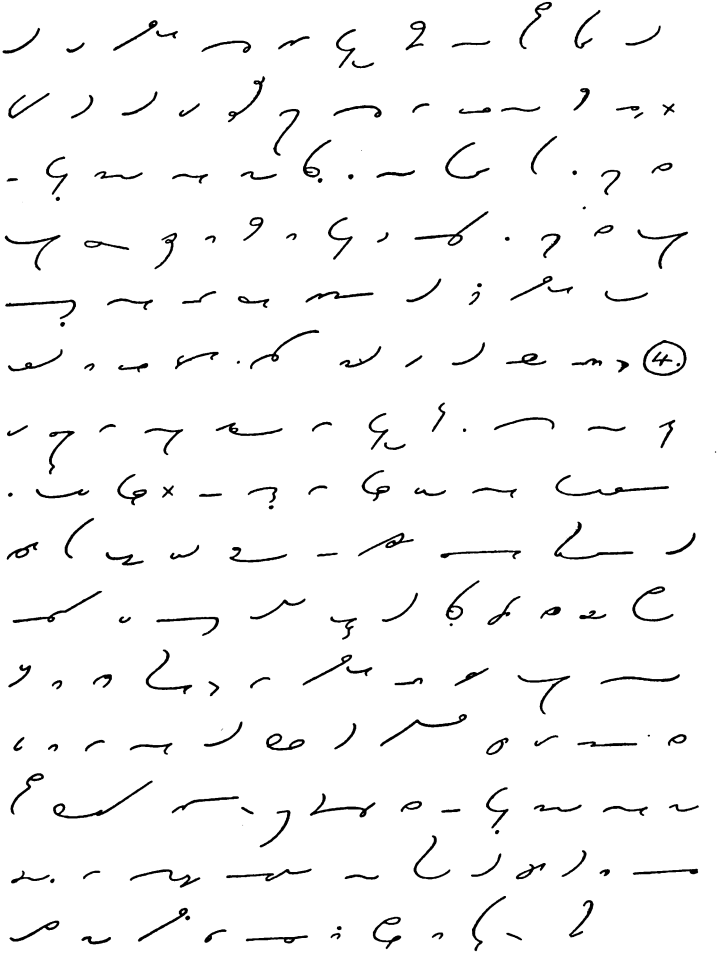


THIRTEENTH LESSON

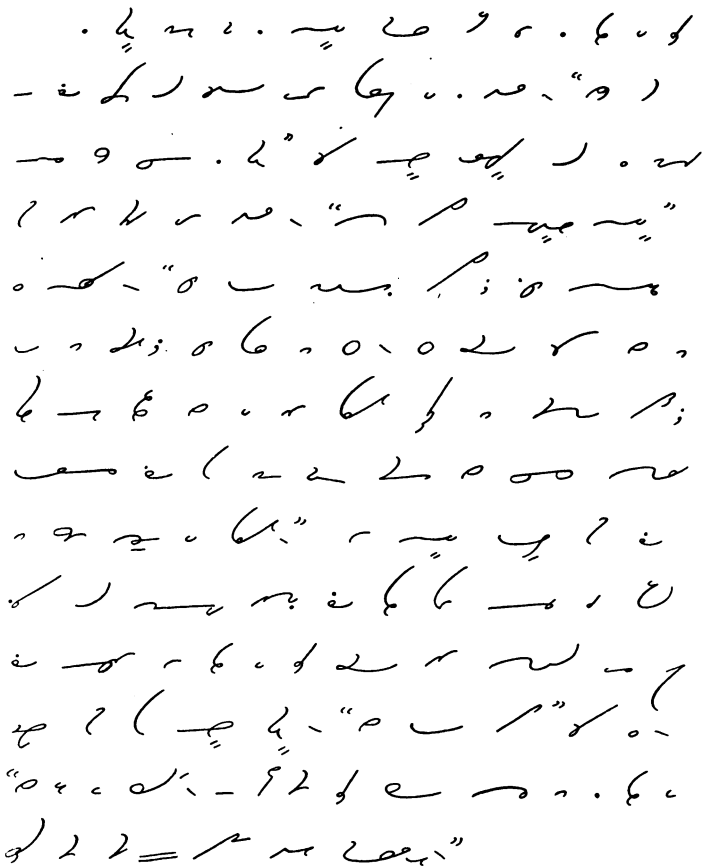
BUSINESS LETTERS

45. 

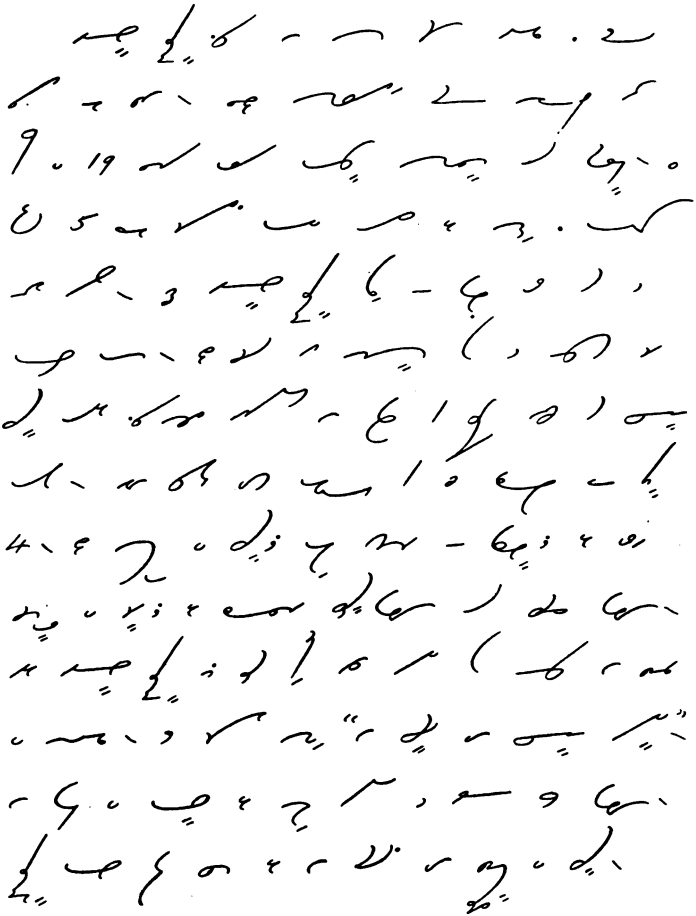




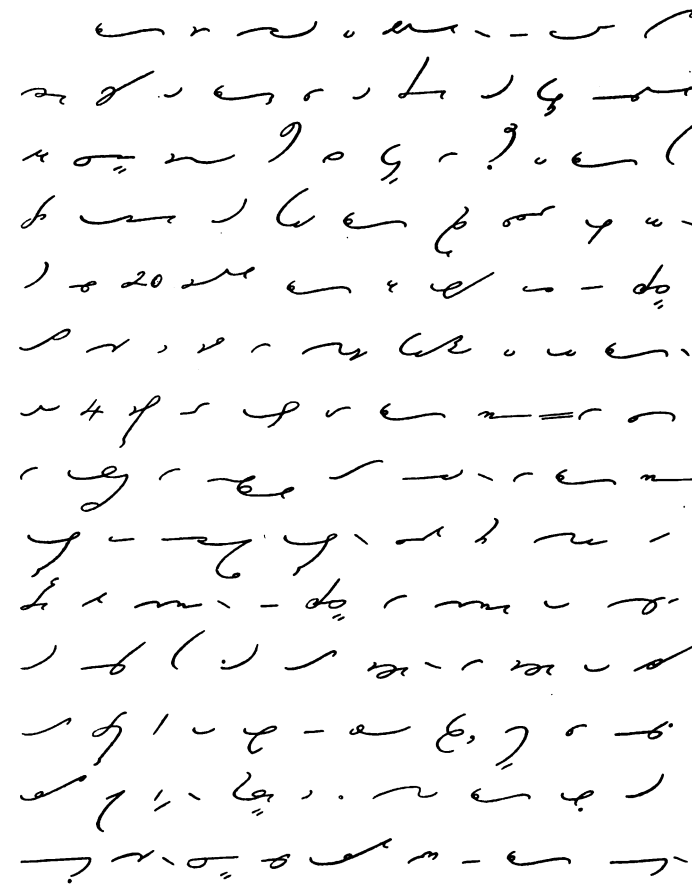
THE FOX AND THE CROW



THOMAS JEFFERSON

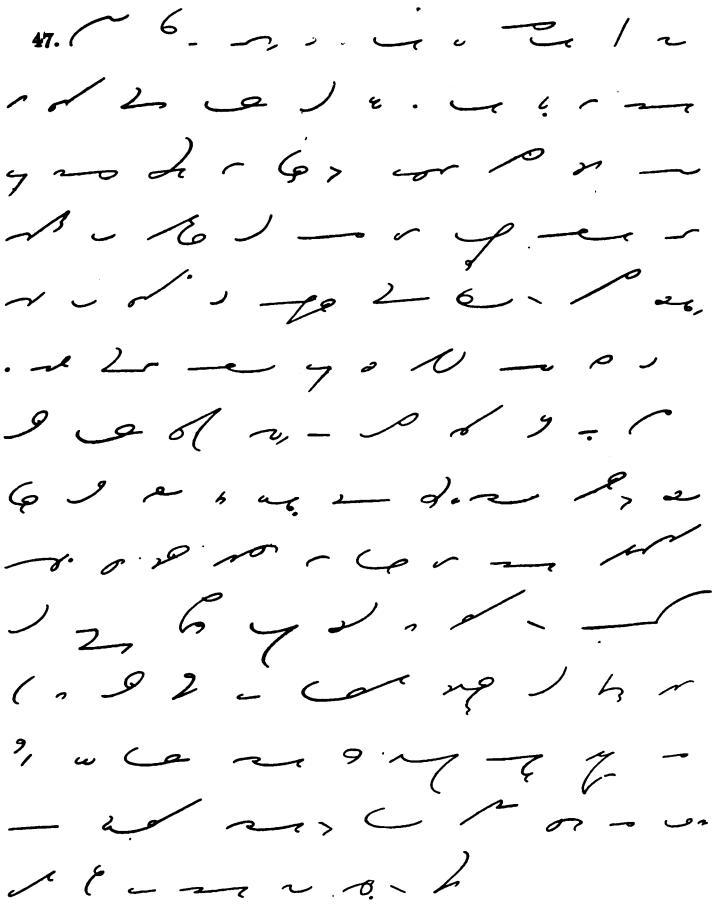


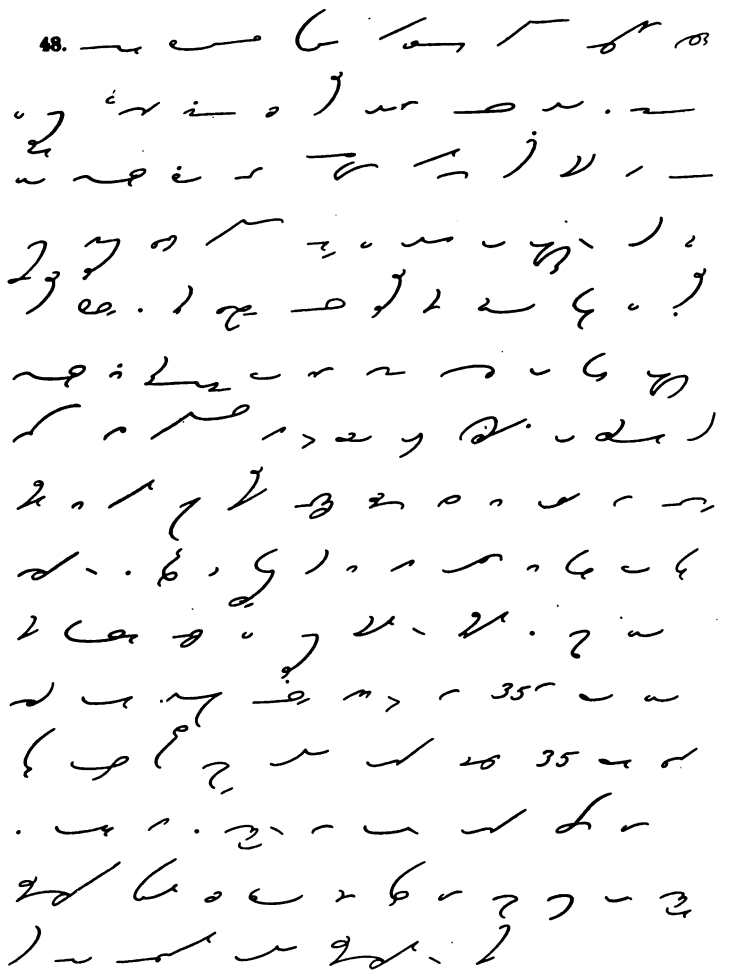
SILK

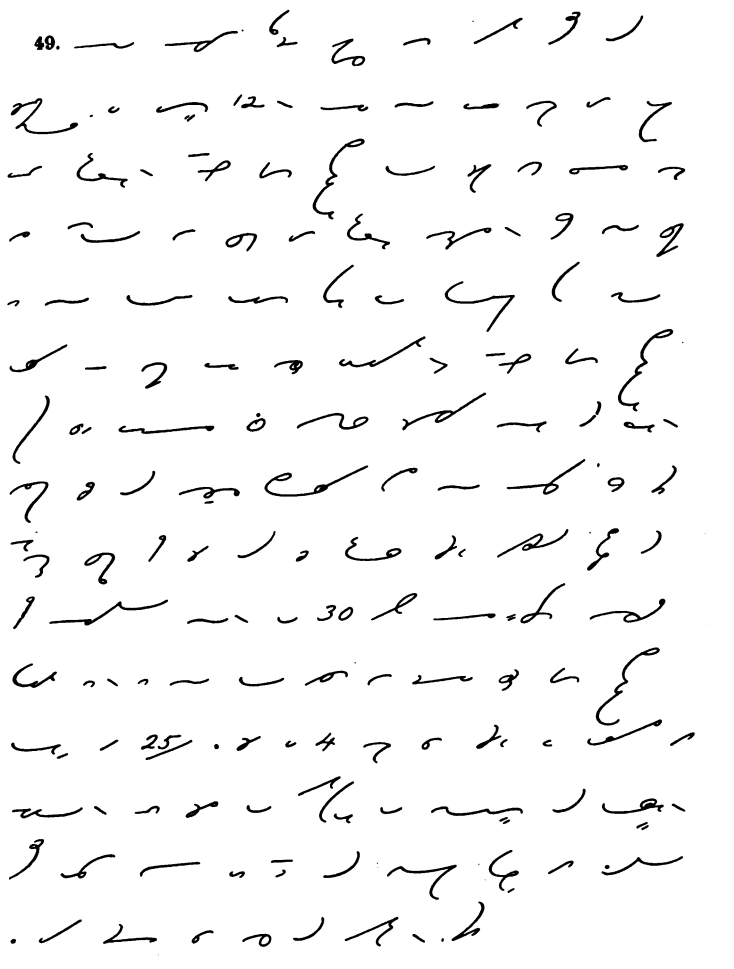


FOURTEENTH LESSON

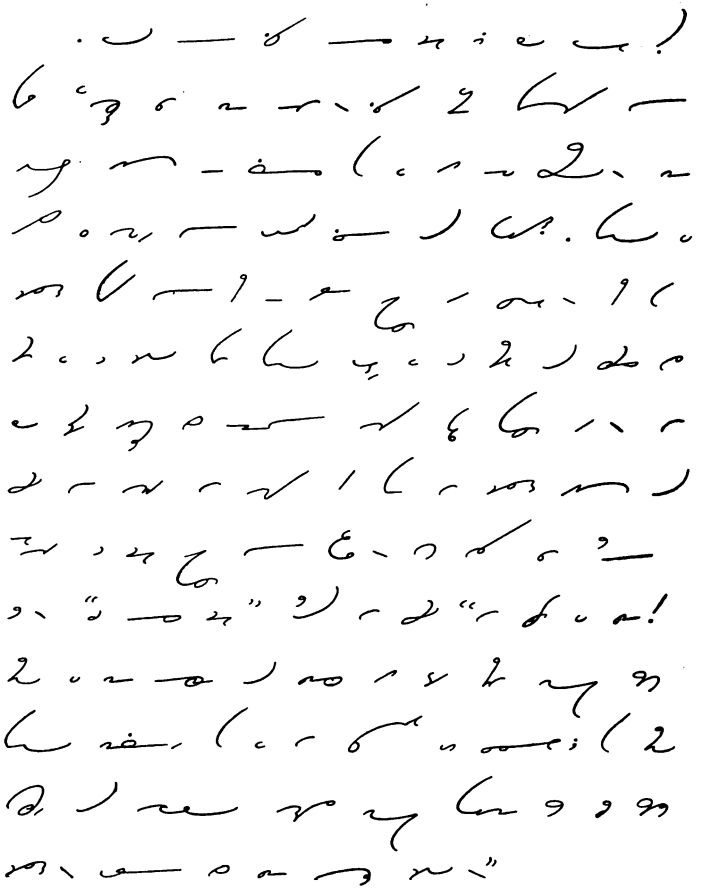
BUSINESS LETTERS

47. 

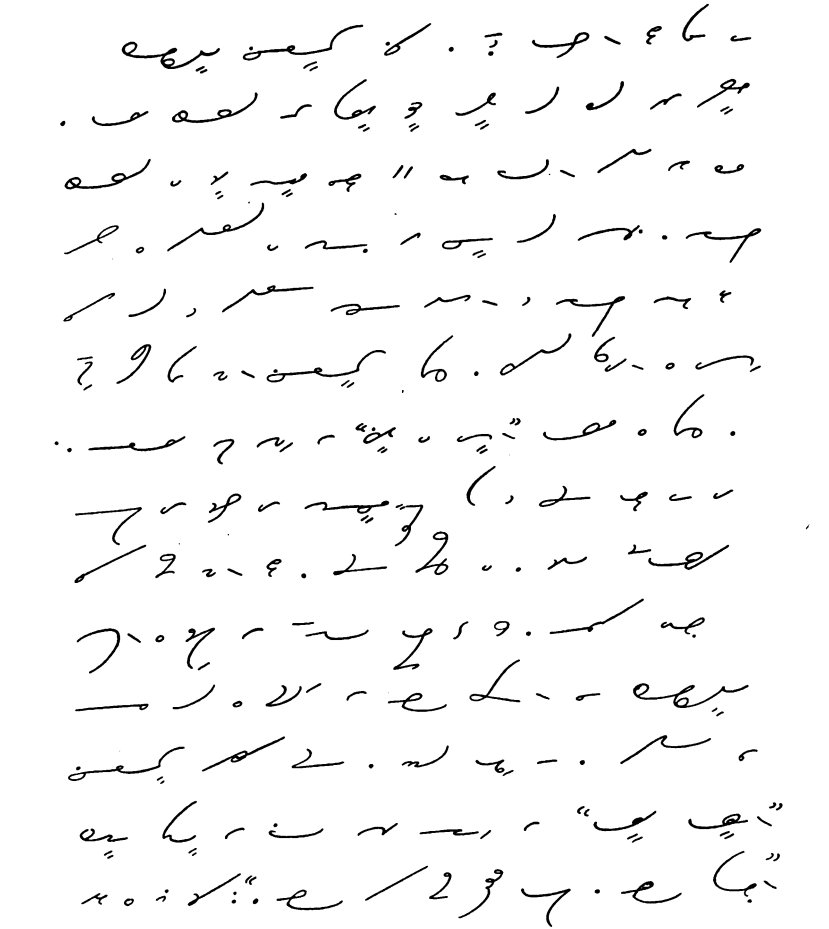




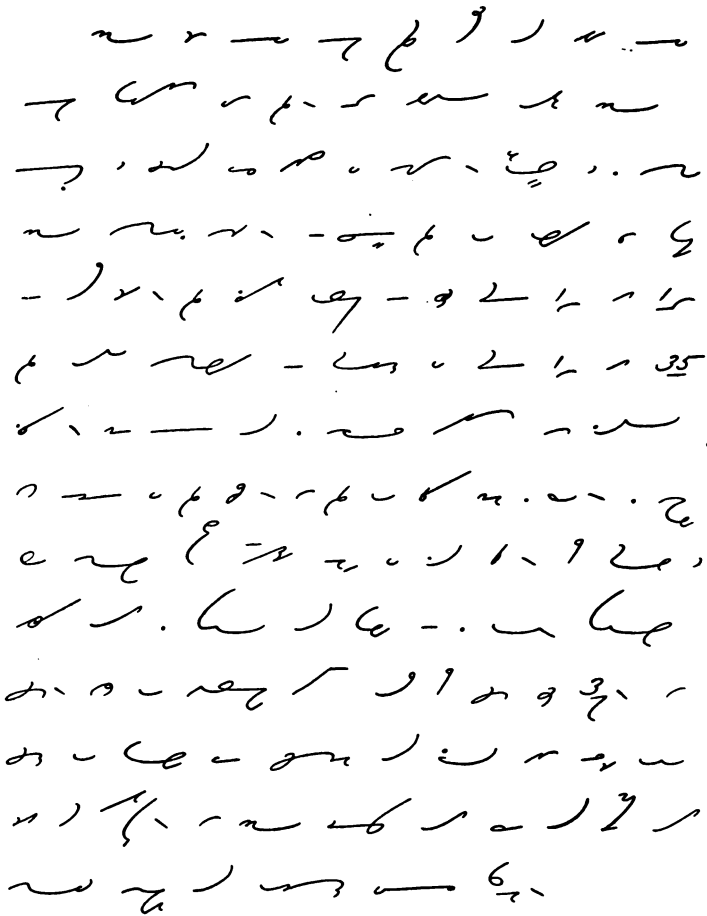
THE OLD MAN AND HIS SONS



ALEXANDER HAMILTON

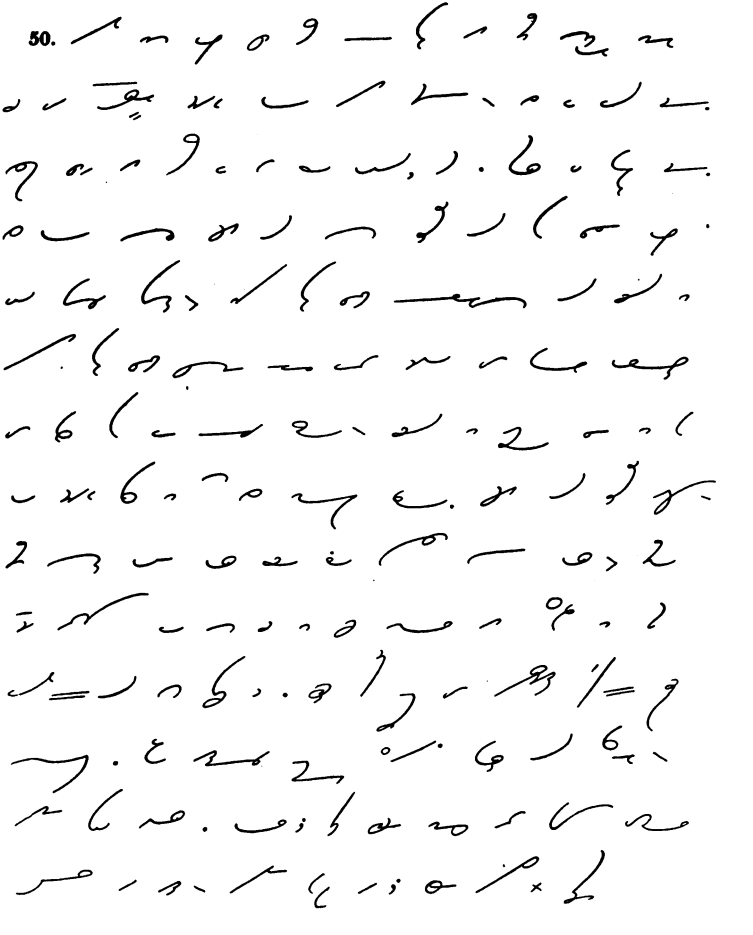


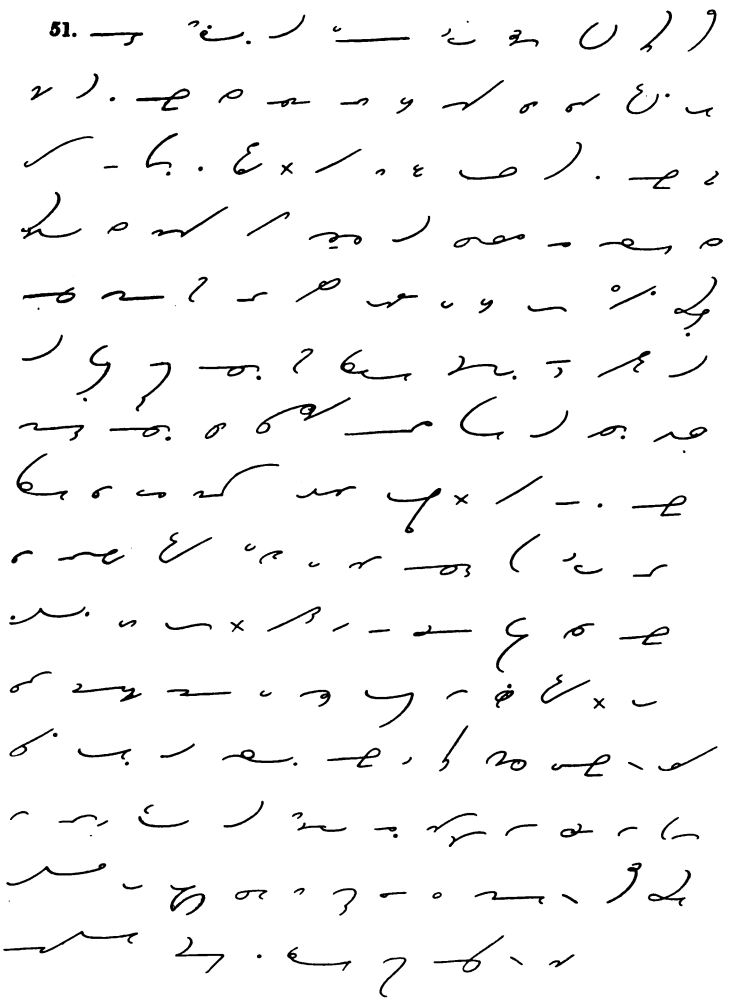
WOOL



FIFTEENTH LESSON

BUSINESS LETTERS

50. 



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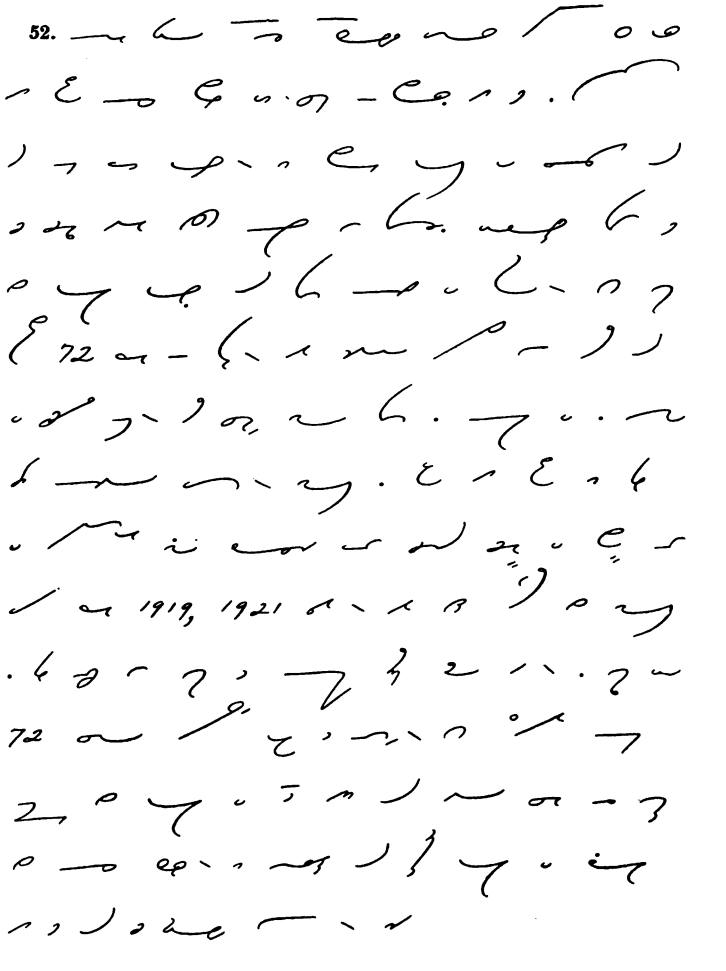
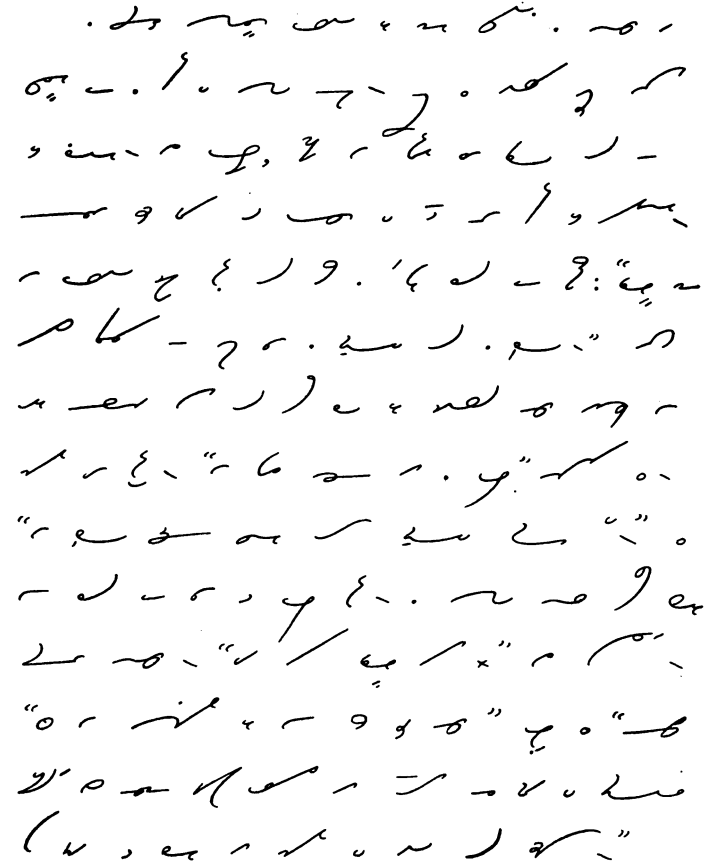
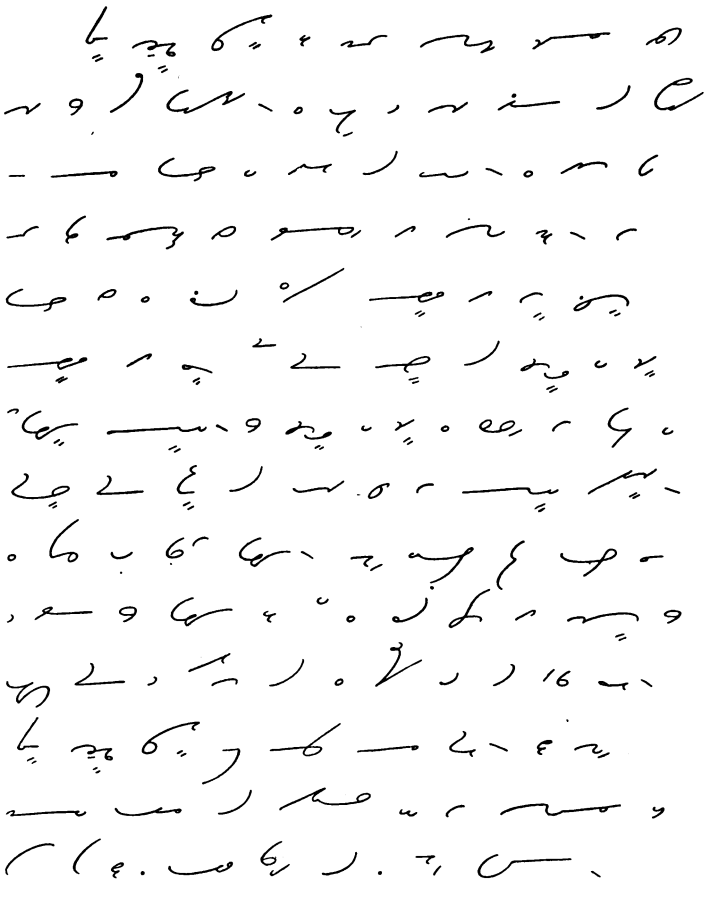


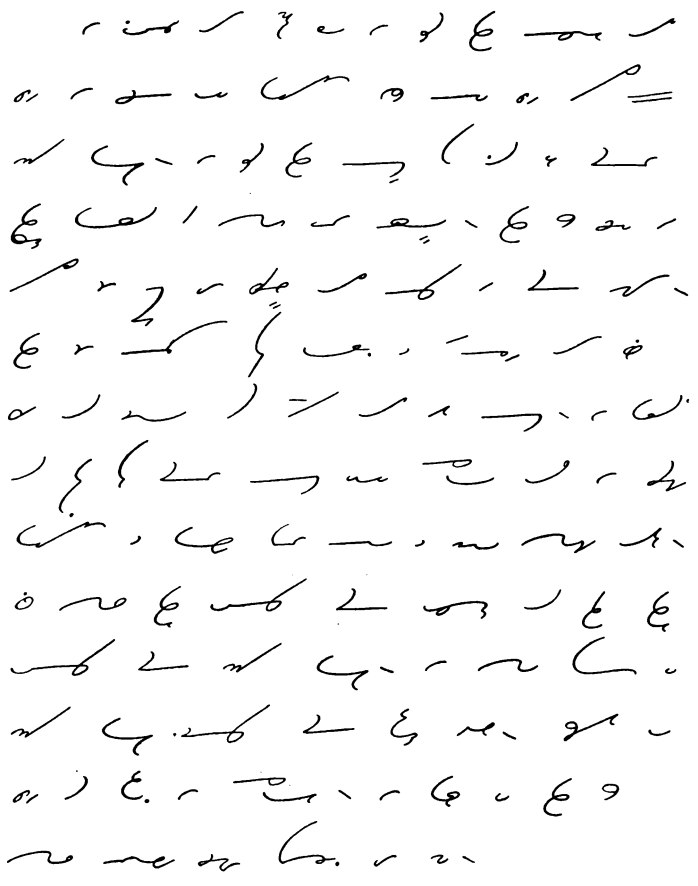
THE POWER OF FABLES



JOHN QUINCY ADAMS



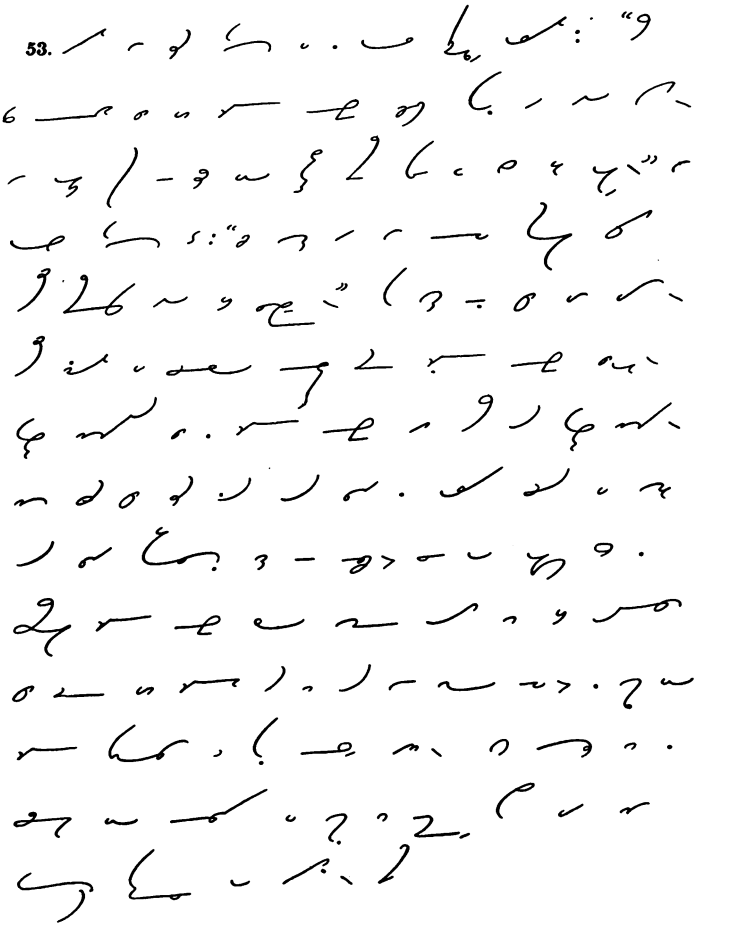
PAPER

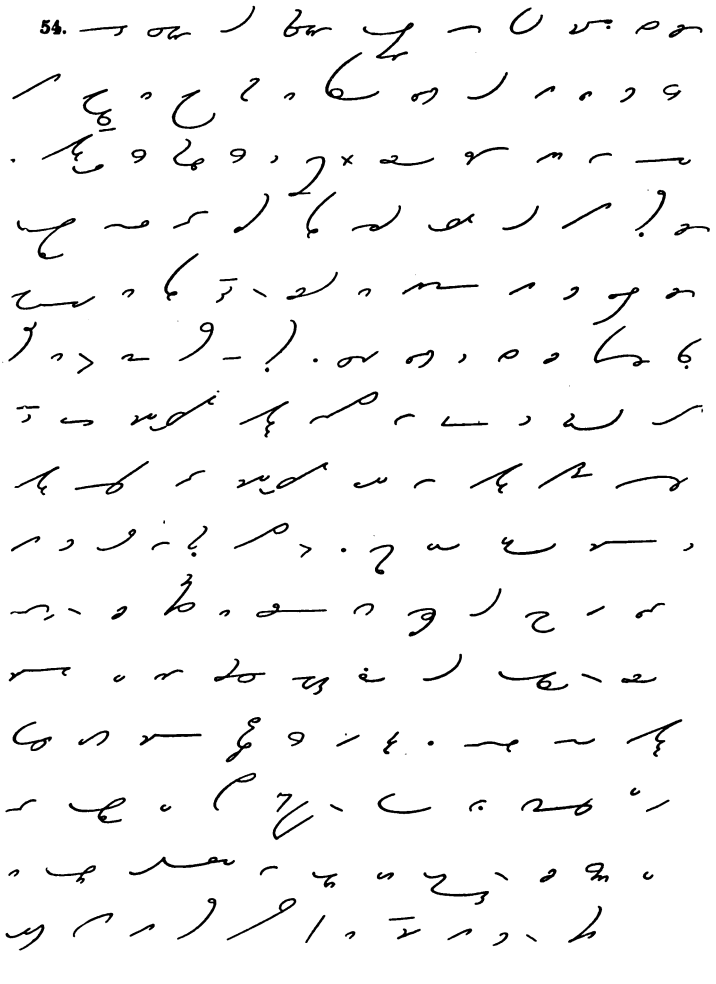


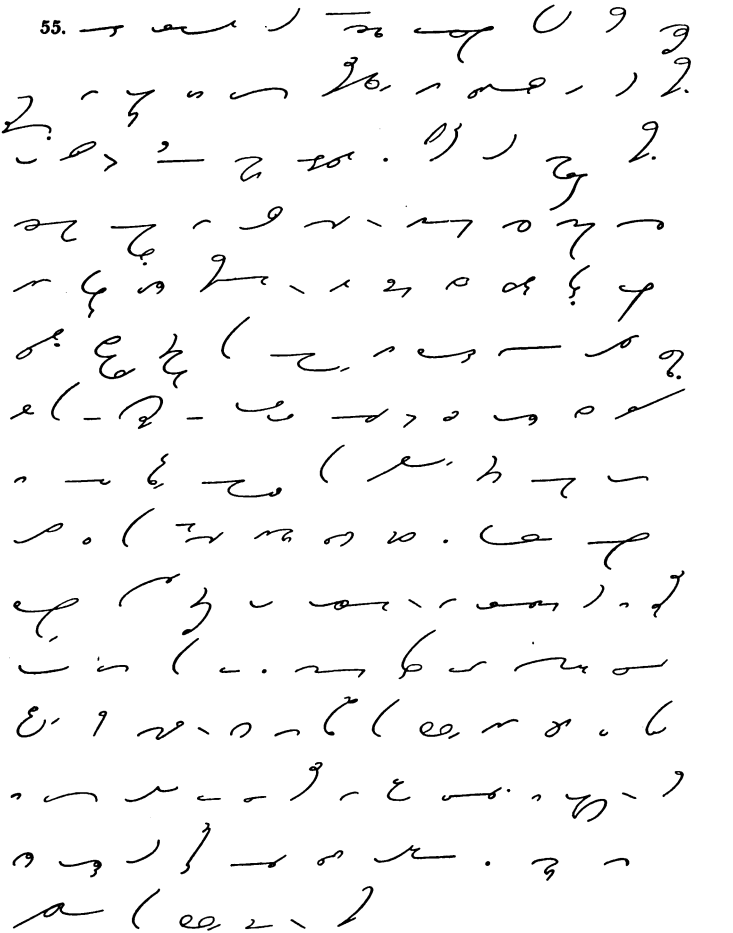
SIXTEENTH LESSON

BUSINESS LETTERS

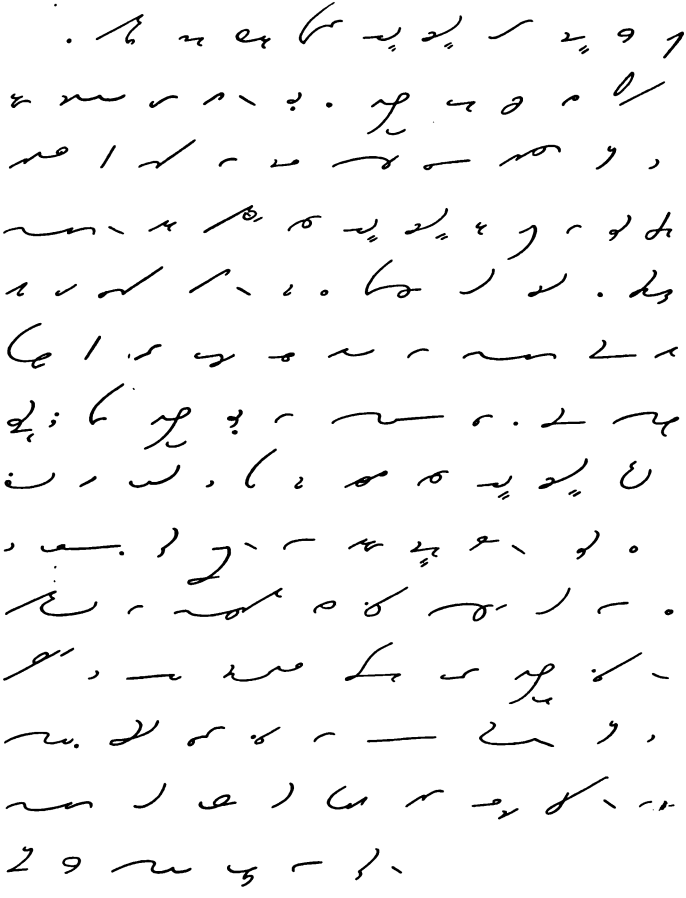
53.



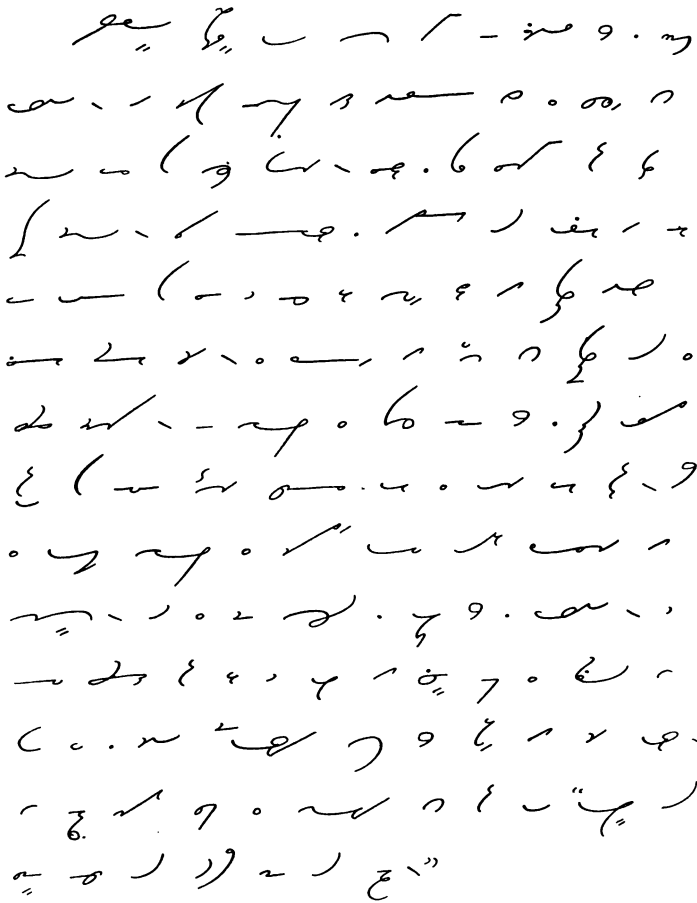


55. 

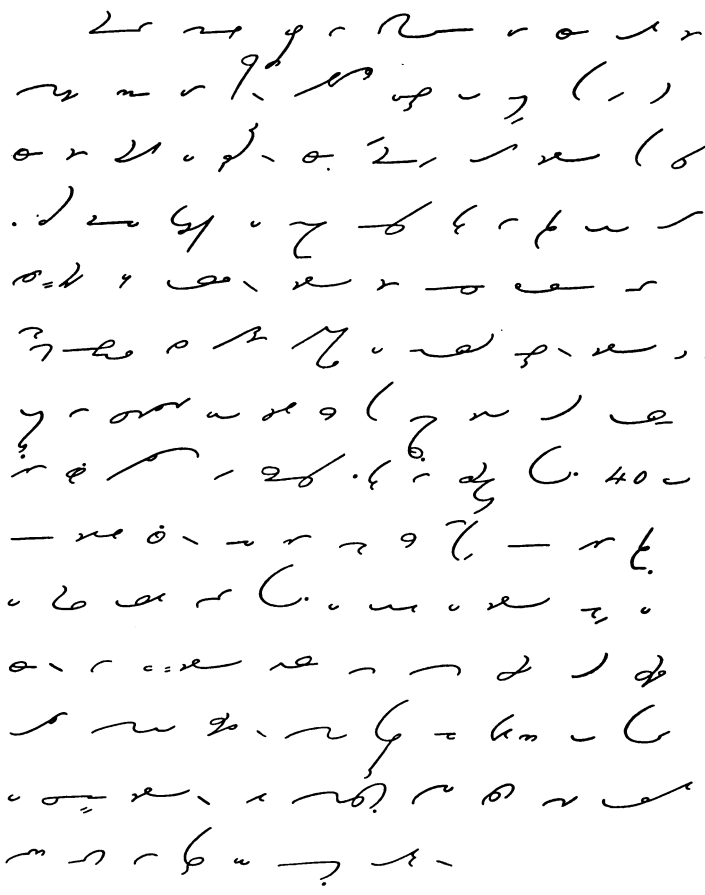
THE WIND AND THE SUN



DANIEL WEBSTER

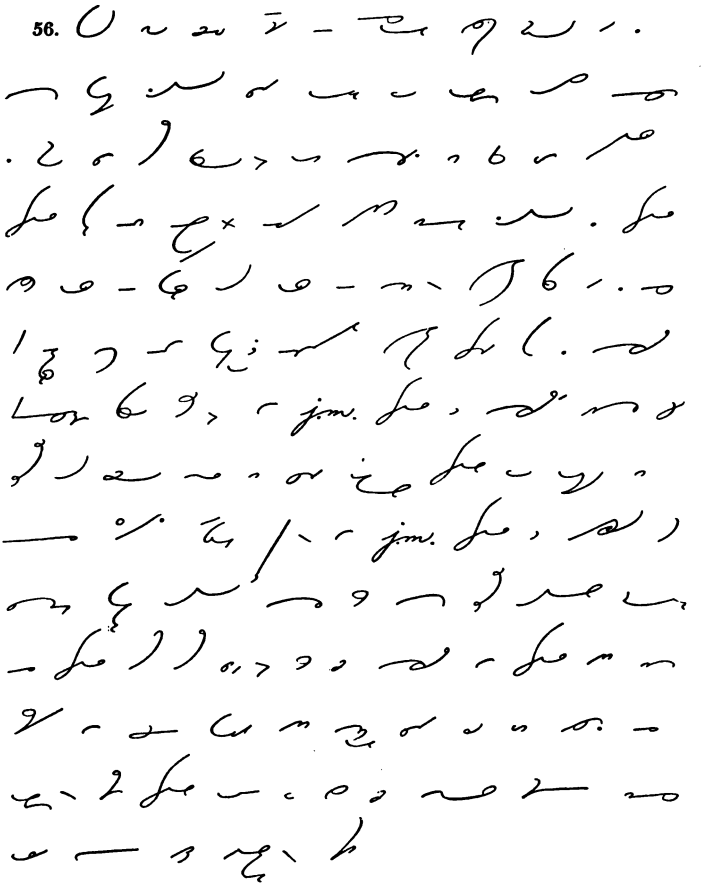


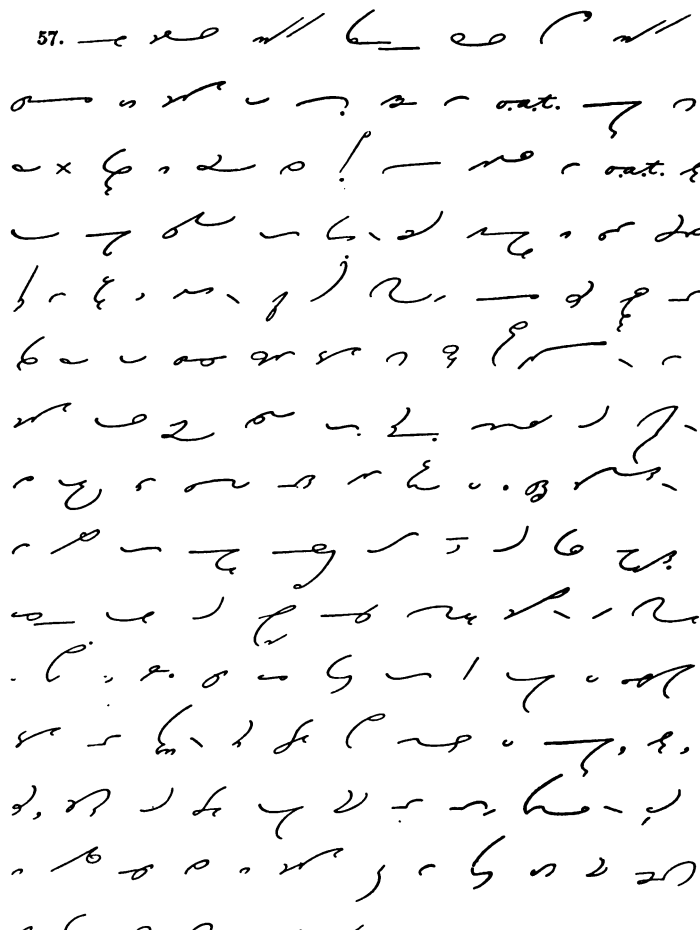
IRON AND STEEL

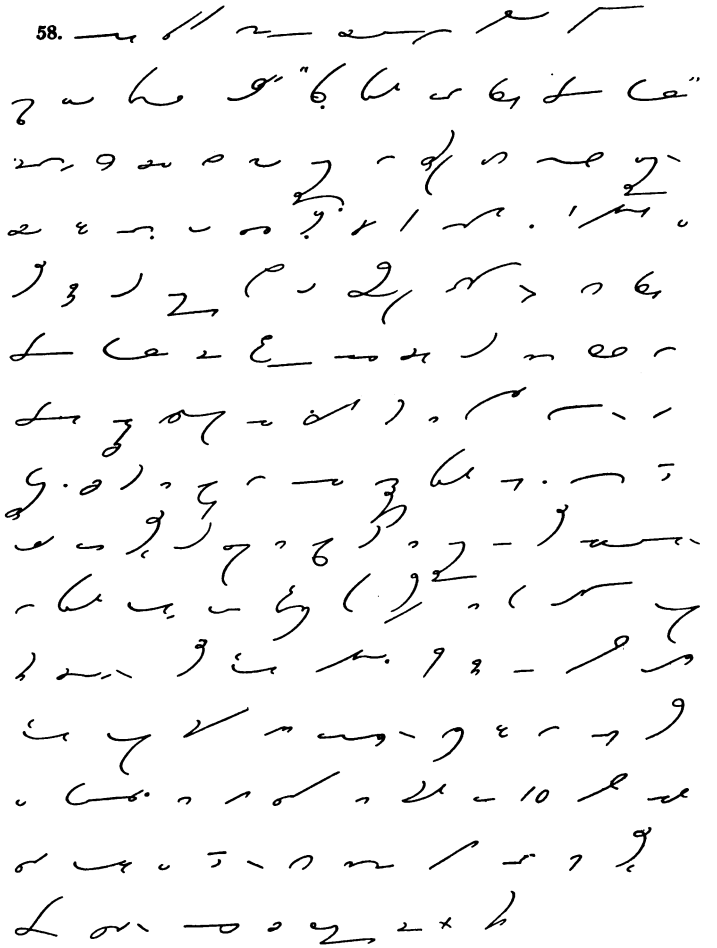


SEVENTEENTH LESSON

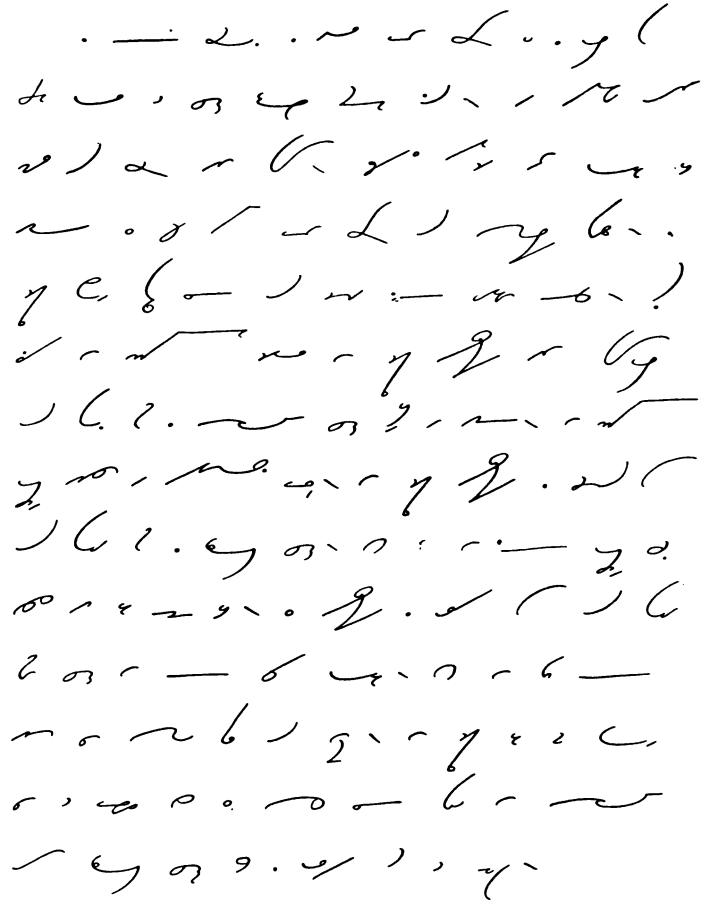
BUSINESS LETTERS

56. 

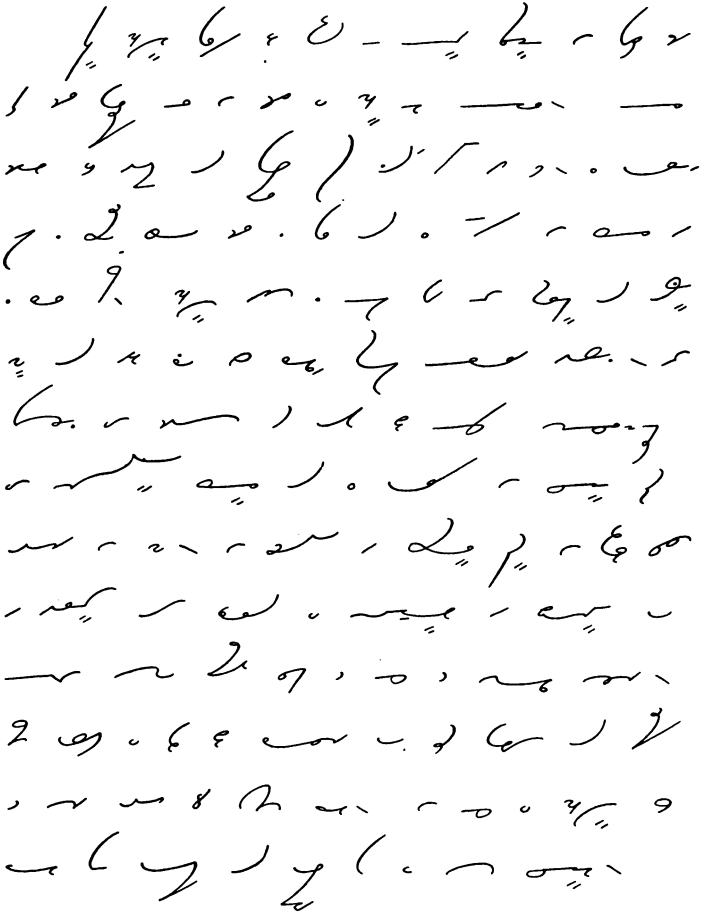


58. 

THE HONEST WOODMAN

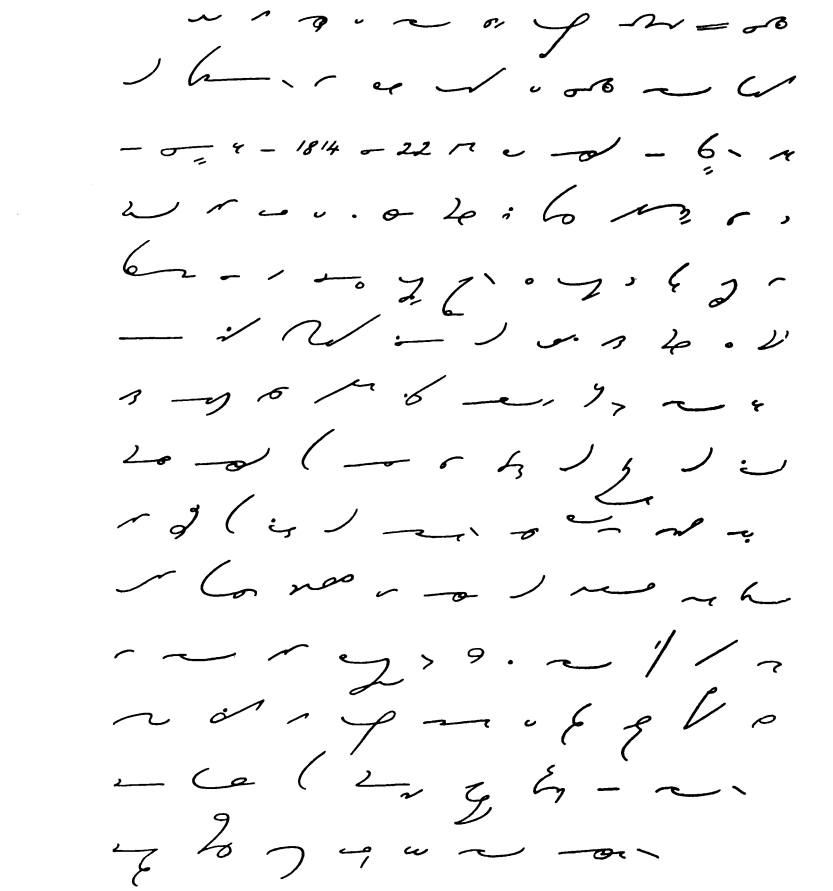


GEORGE WASHINGTON



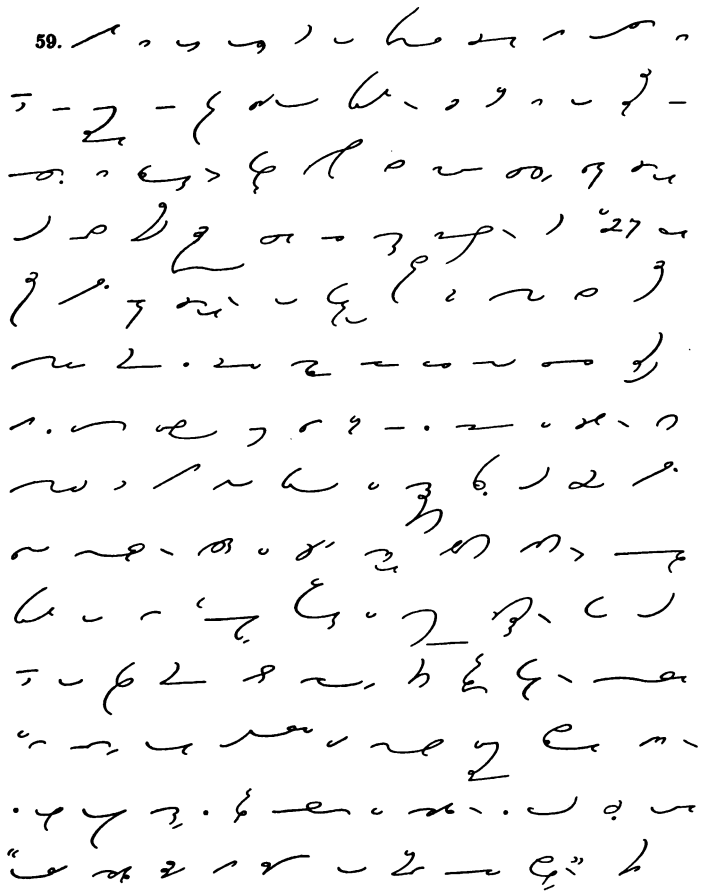
UNIVERSITY OF CALIFORNIA

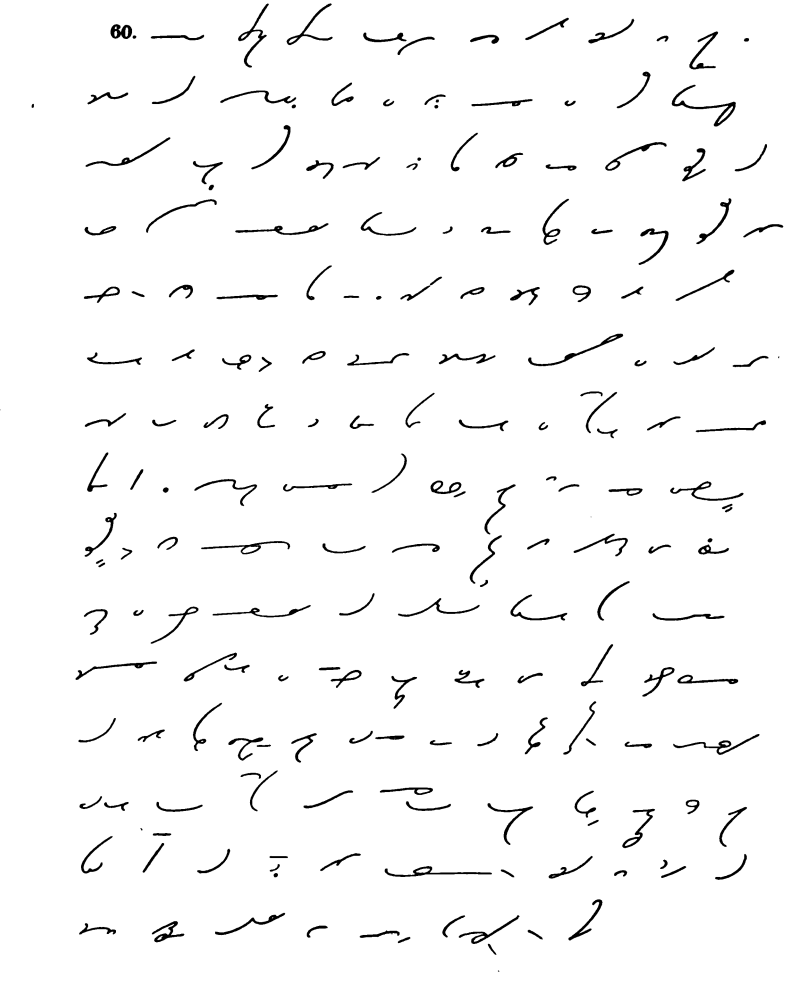
COAL



EIGHTEENTH LESSON

BUSINESS LETTERS

59. 



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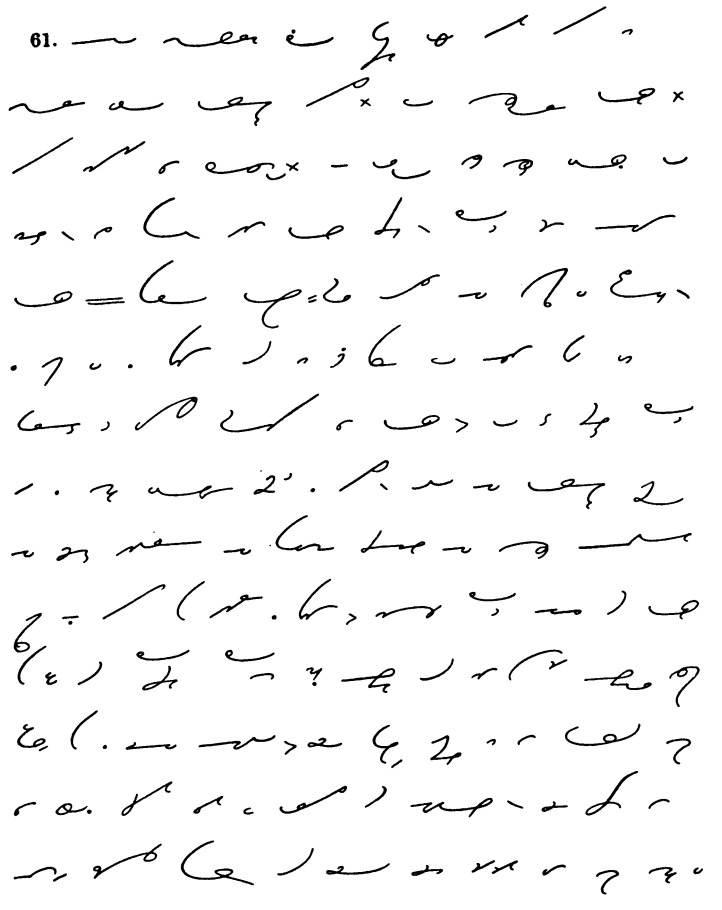
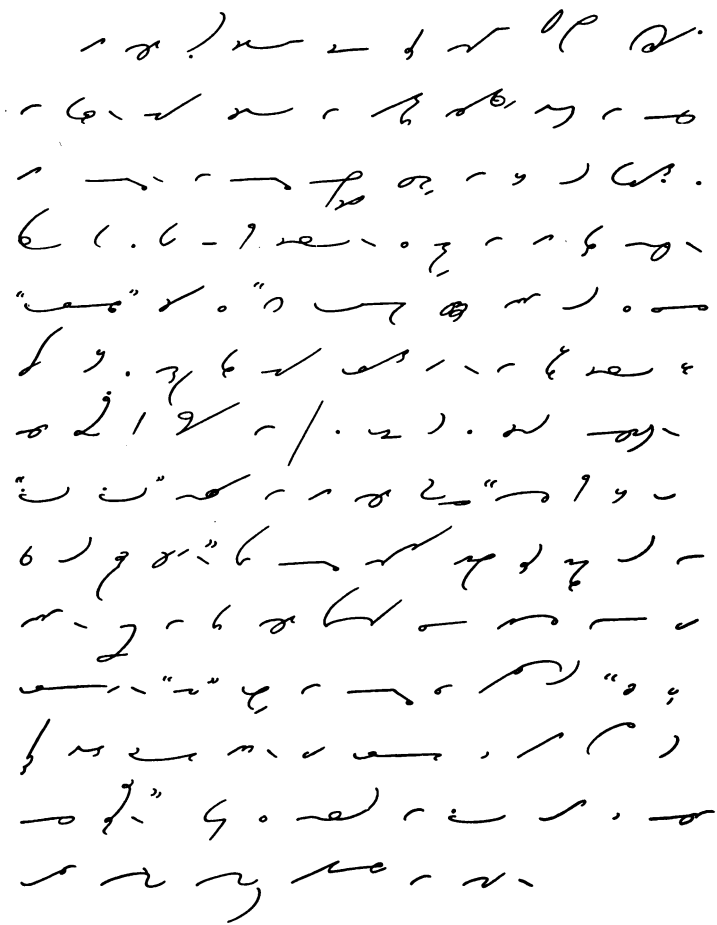
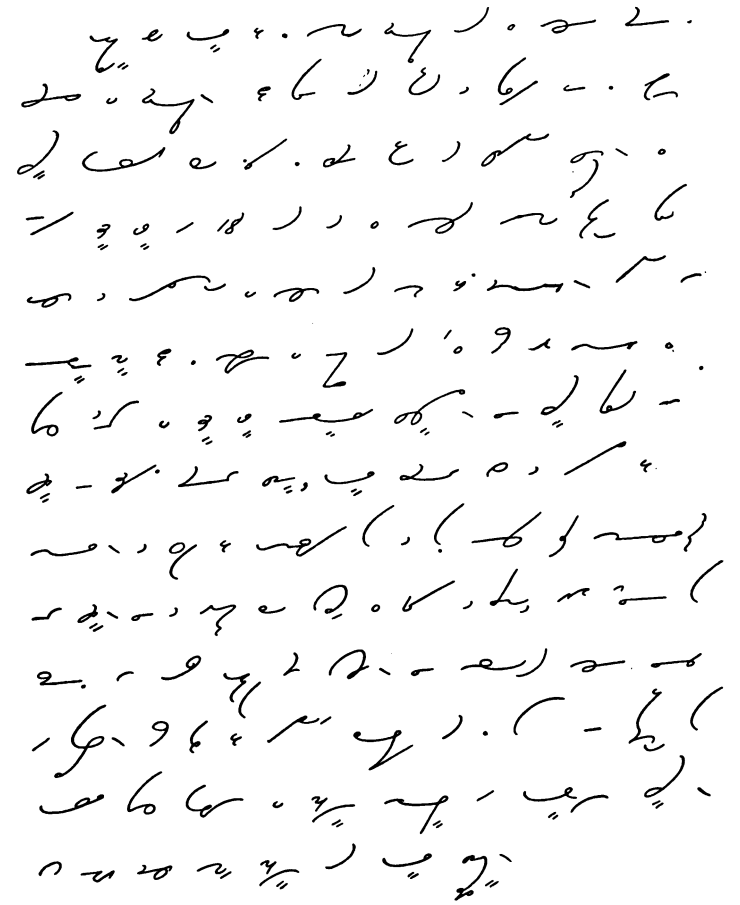


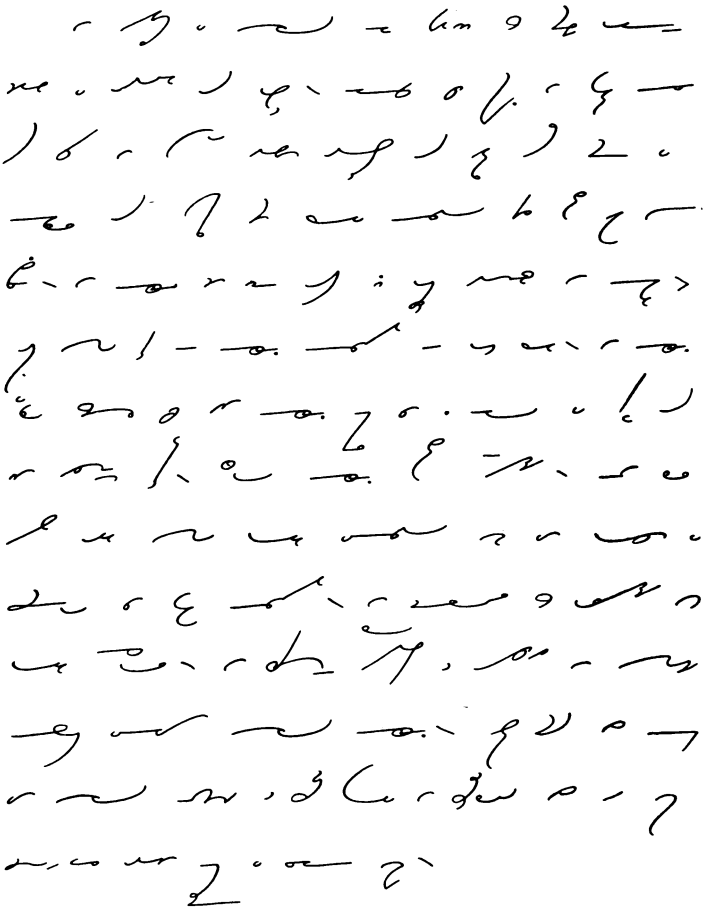
THE MONKEY AS A JUDGE



ROBERT E. LEE

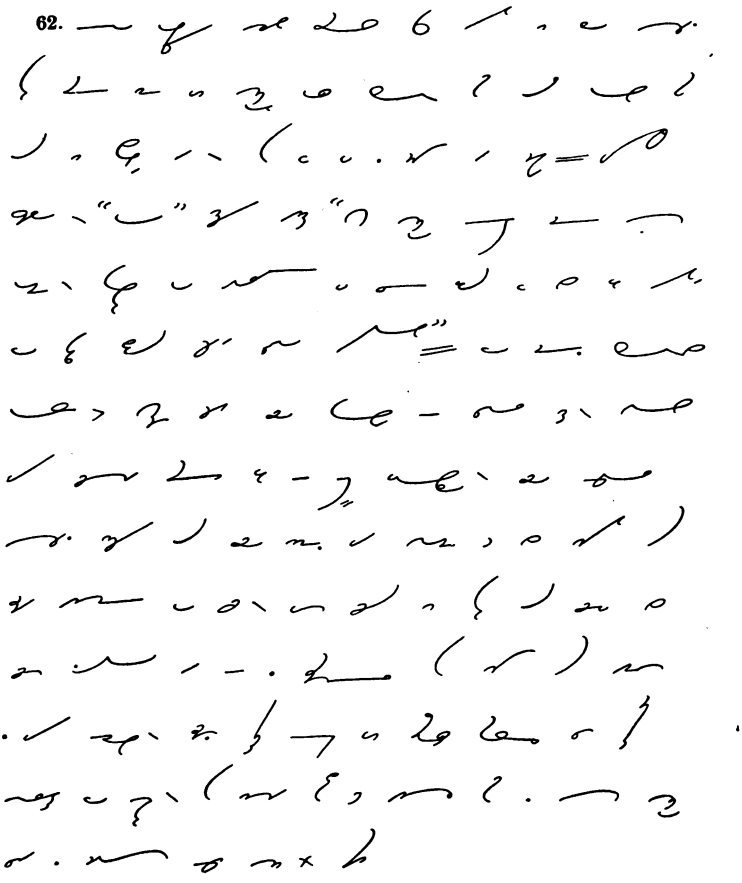


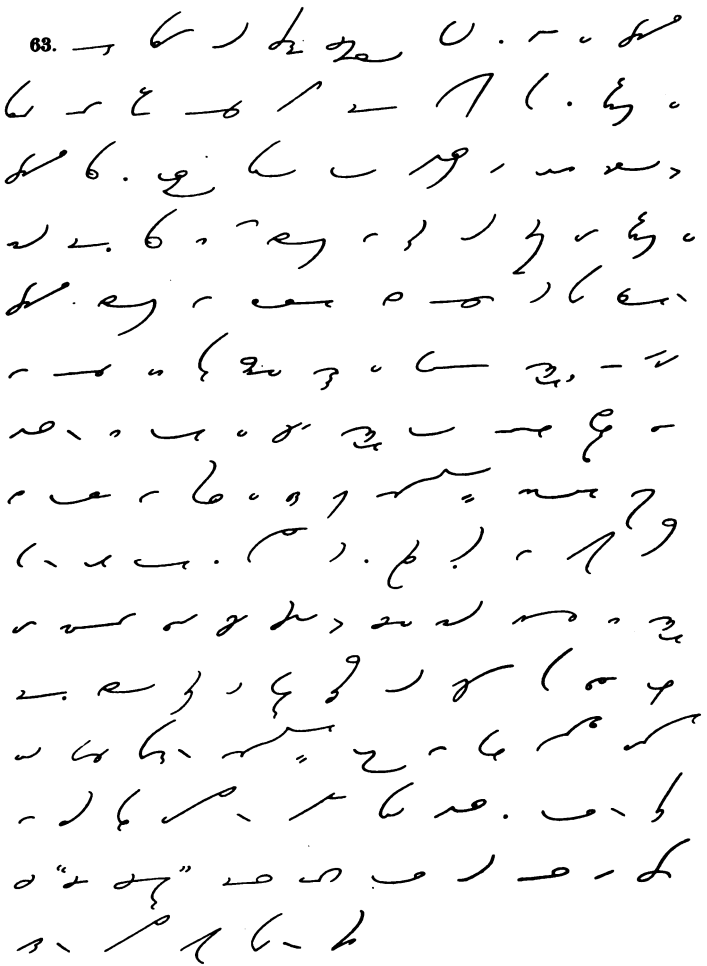
GOLD



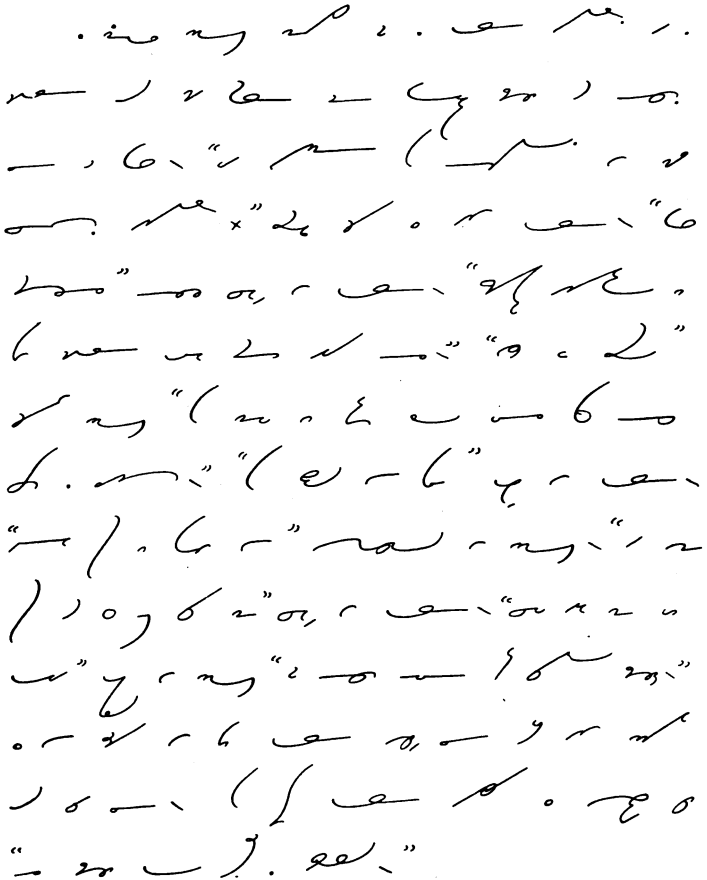
NINETEENTH LESSON

BUSINESS LETTERS

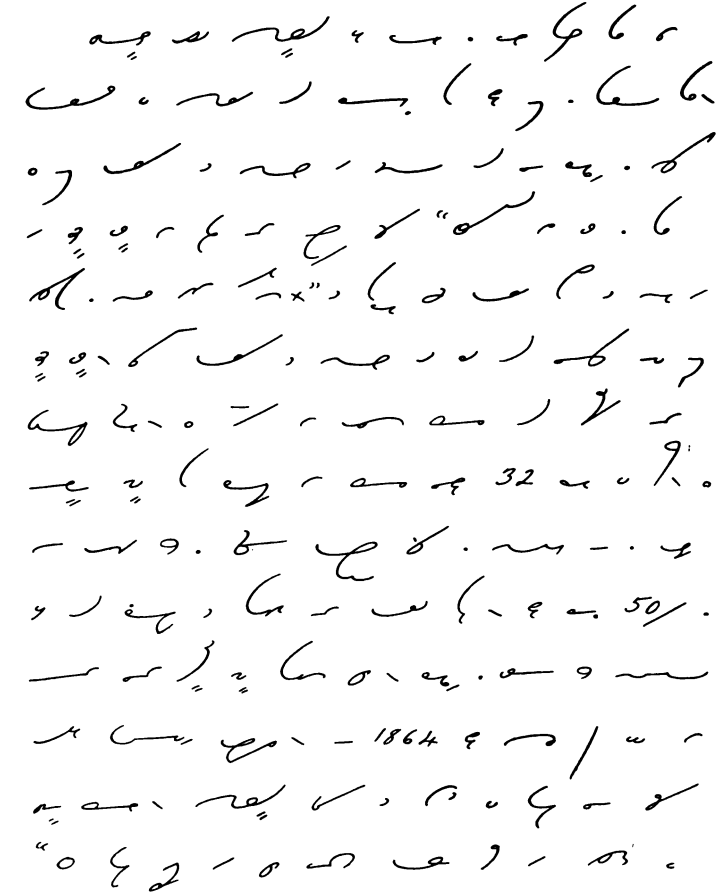
62. 

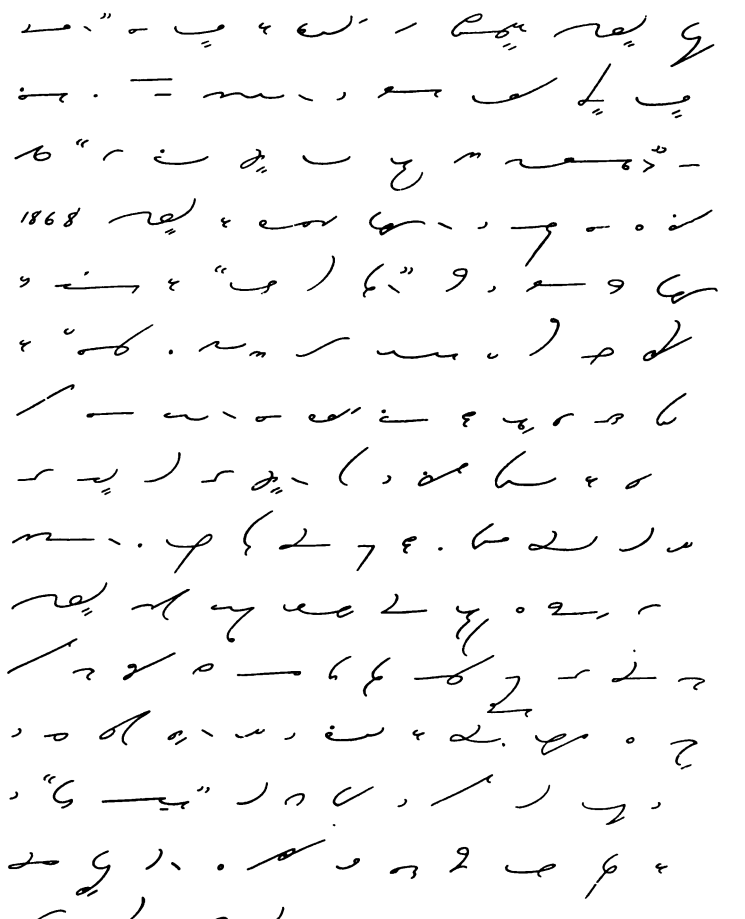


THE WOLF AND THE LAMB

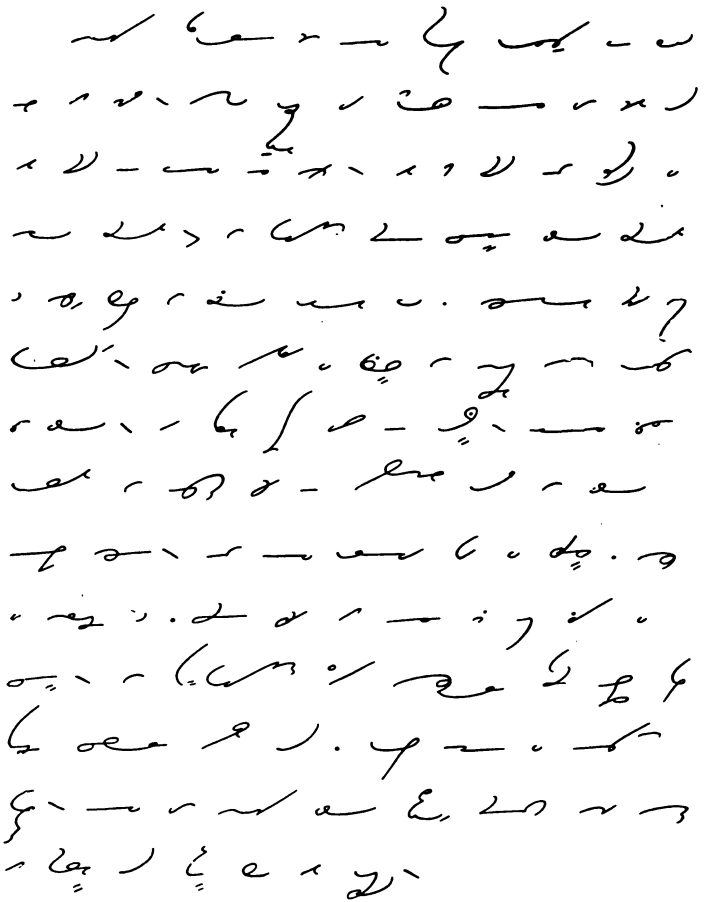


ULYSSES S. GRANT





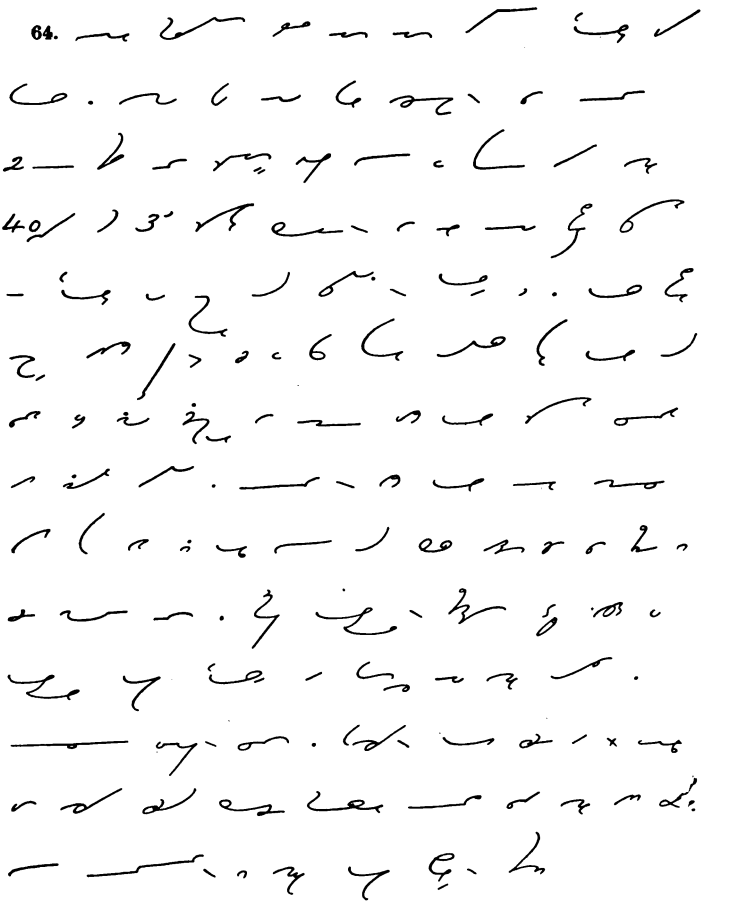
PETROLEUM



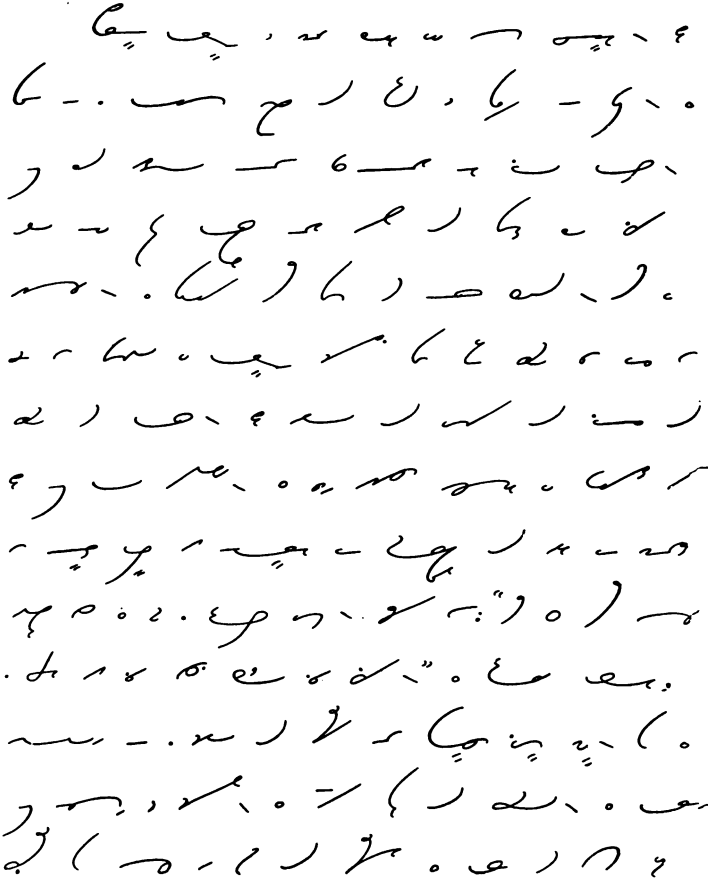
TWENTIETH LESSON

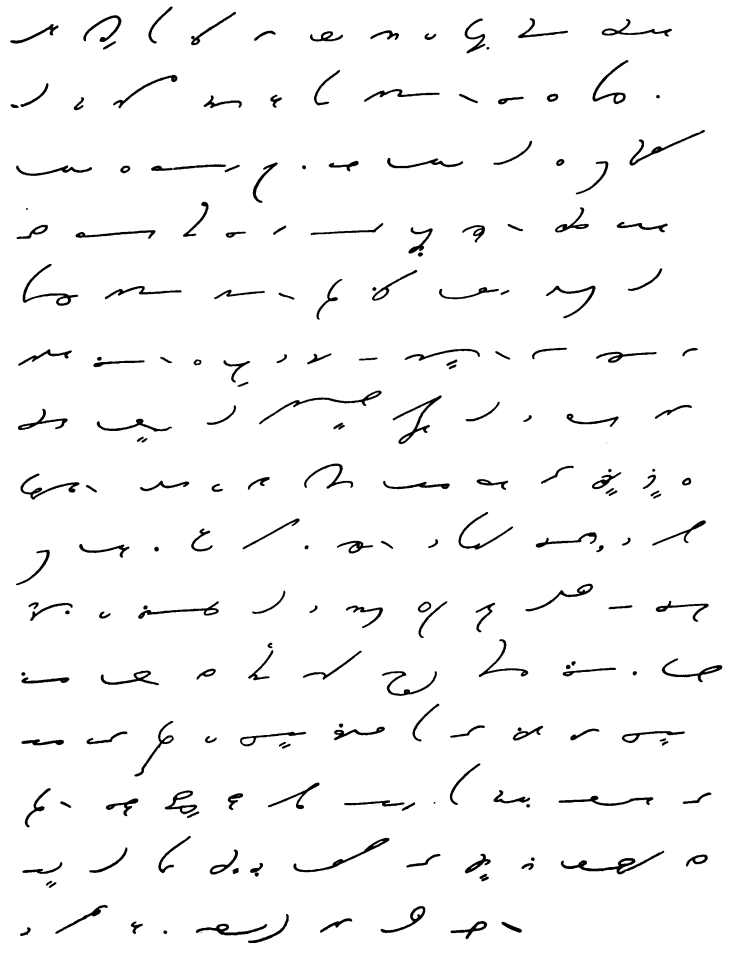
BUSINESS LETTERS

64.

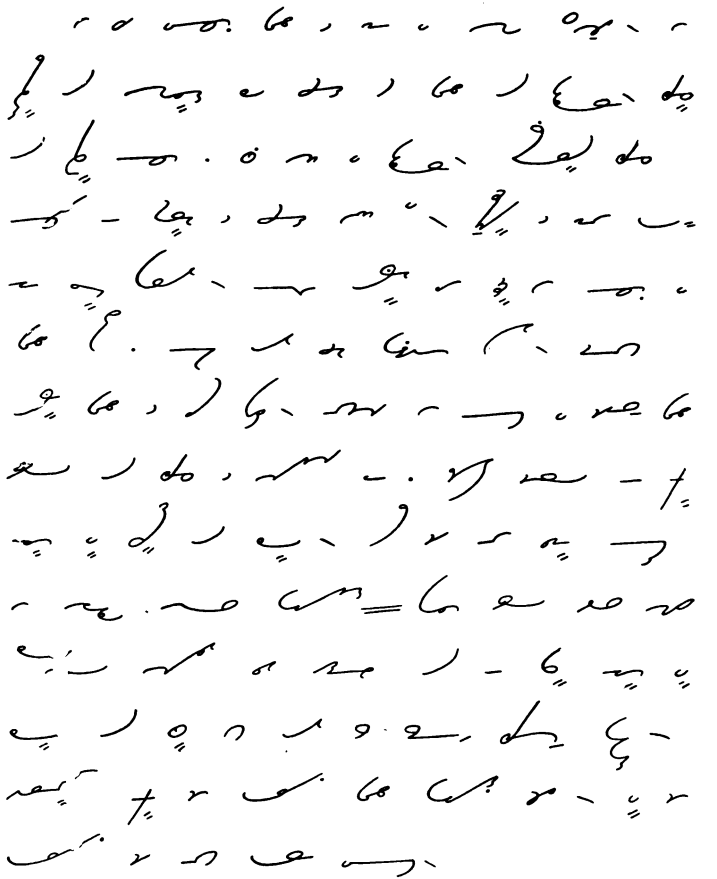
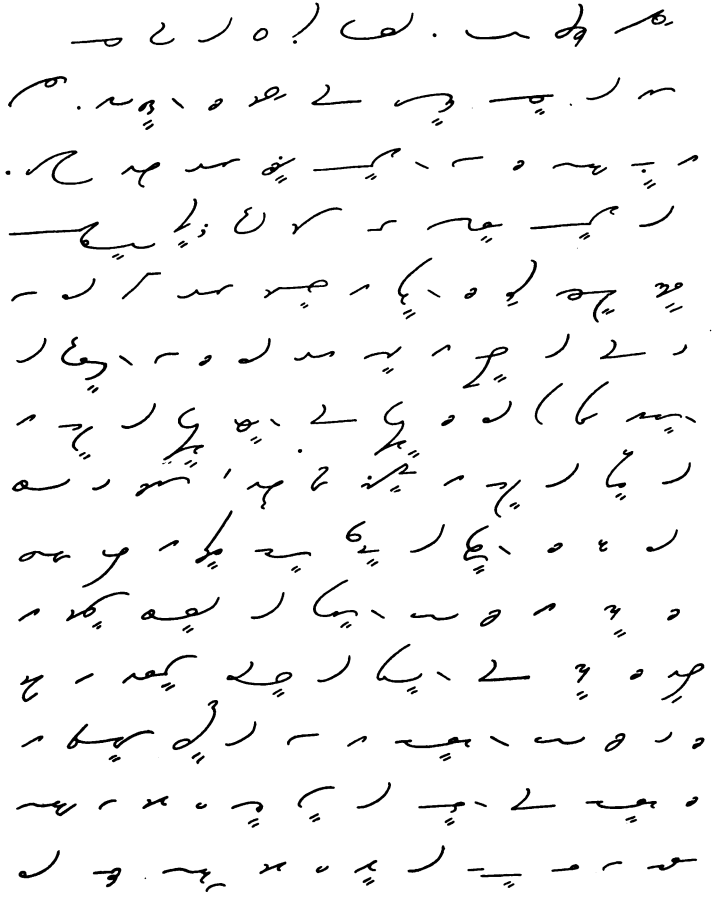
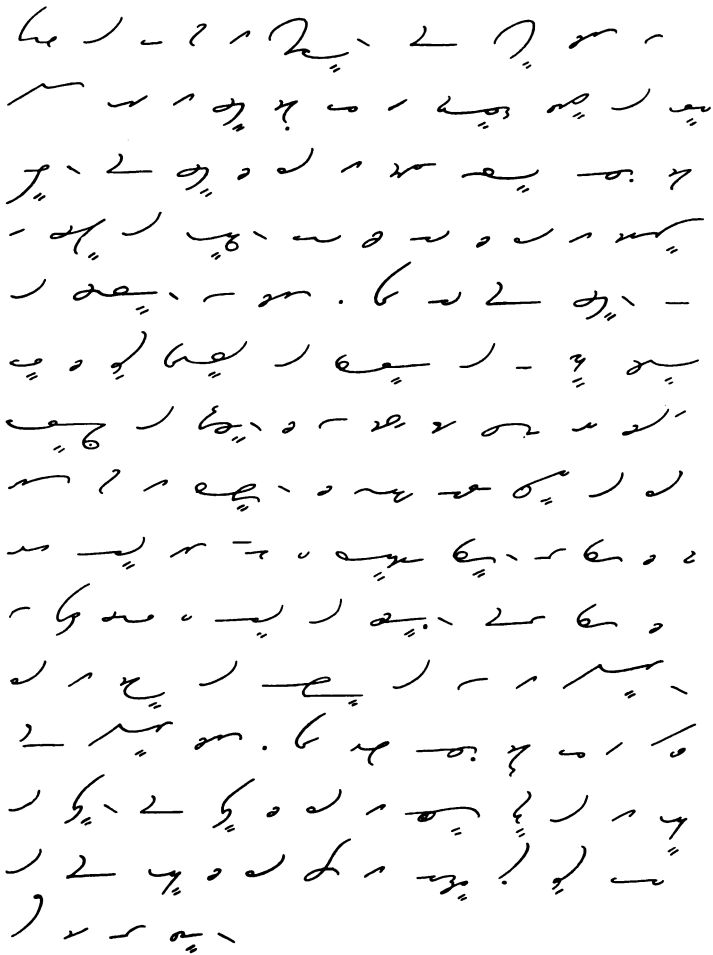


ABRAHAM LINCOLN





POTTERY



A VACATION TRIP